

TARA MANAGEMENT SERVICES

MOVE-IN / MOVE-OUT INSPECTION REPORT

Property Condition & Wear and Tear Checklist

Property Address: _____

Unit #: _____

Tenant(s): _____

Move-In Date: __

Move-Out Date: __

Inspection Date: _____

Property Manager: _____

Condition Rating

Rating	Description
E	Excellent - Like new
G	Good - Normal wear only
F	Fair - Visible wear but functional
P	Poor - Damaged or requires repair
N/A	Not Applicable

GENERAL AREAS

Item	Move-In	Move-Out	Notes
Walls			
Ceiling			

Item	Move-In	Move-Out	Notes
Paint			
Baseboards			
Flooring			
Carpet			
Doors			
Door Stops			
Door Locks			
Windows			
Window Screens			
Blinds/Curtains			
Smoke Detectors			
Carbon Monoxide Detector			
Light Fixtures			
Light Switches			
Electrical Outlets			
Heating System			
Air Conditioning			

KITCHEN

Item	Move-In	Move-Out	Notes
Cabinets			
Countertops			
Sink			
Faucet			
Garbage Disposal			
Refrigerator			
Stove/Oven			

Item	Move-In	Move-Out	Notes
Microwave			
Dishwasher			
Exhaust Hood			
Flooring			
Backsplash			

BATHROOM(S)

Item	Move-In	Move-Out	Notes
Toilet			
Vanity			
Sink			
Faucet			
Tub			
Shower			
Tile			
Mirrors			
Exhaust Fan			
Flooring			

BEDROOMS

Item	Move-In	Move-Out	Notes
Walls			
Ceiling			
Flooring			
Closet Doors			
Closet Shelving			

Item	Move-In	Move-Out	Notes
Windows			
Doors			
Electrical			

LIVING / DINING AREAS

Item	Move-In	Move-Out	Notes
Walls			
Ceiling			
Flooring			
Windows			
Doors			
Lighting			
Electrical			

EXTERIOR (If Applicable)

Item	Move-In	Move-Out	Notes
Front Door			
Patio/Balcony			
Yard			
Fence			
Exterior Lighting			
Mailbox			

KEYS & ACCESS DEVICES RETURNED

Item	Quantity Returned
Front Door Keys	
Mailbox Keys	
Garage Remote	
Gate Fob	
Parking Pass	
Other	

NORMAL WEAR & TEAR GUIDELINES

The following are generally considered **Normal Wear and Tear** and are **not** tenant damage:

- Minor scuff marks on walls
- Small nail holes from picture hanging
- Light carpet wear from normal foot traffic
- Slight fading of paint or flooring due to sunlight
- Loose door handles from ordinary use
- Minor grout discoloration
- Worn finish on countertops from normal use

The following are generally considered **Tenant Damage** and may result in deductions from the security deposit:

- Large holes in walls
 - Unauthorized painting
 - Broken windows or doors
 - Torn or heavily stained carpet
 - Pet damage
 - Missing appliances or fixtures
 - Broken cabinets or countertops
 - Excessive dirt, grease, or trash removal
 - Water damage caused by negligence
 - Missing keys or remotes
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PHOTOGRAPHIC DOCUMENTATION

☐ Photos Taken at Move-In

☐ Photos Taken at Move-Out

Number of Photos: _____

ADDITIONAL COMMENTS

TENANT ACKNOWLEDGEMENT

I acknowledge that I have participated in this inspection and have had the opportunity to note the condition of the property.

Tenant Signature: _____ **Date:** __

Tenant Signature: _____ **Date:** __

PROPERTY MANAGER ACKNOWLEDGEMENT

Property Manager: _____ **Date:** _

Signature: _____