

**Appendix 5: Move-In/
Move-Out Inspection Form**

**U.S. Department of Housing
and Urban Development**
Office of Housing
Federal Housing Commissioner

OMB Control No. 2502-0204
(exp. xx/xx/xxxx)

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Public Reporting Burden. The public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to U.S. Department of Housing and Urban Development, Office of the Chief Data Officer, 451 7th St SW, Room 8210, Washington, DC 20410-5000. Do not send completed forms to this address. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid OMB control number. The owner/management agent and tenant together conduct a move-in/move-out inspection to document the condition of the unit at the time of move-in/move-out. Conducting move-in/move-out inspections are a standard business practice in the housing rental industry and are used for determining damages caused by the tenant during tenancy and allowable deductions from the tenant's security deposit held by the owner. This information is authorized by 24 CFR §§ 5.703 and 5.705. This information is considered non-sensitive and does not require any special protection.

[Company name]
[Company address]

Property		Resident	
Apartment No.	Unit Size	Move-In Inspection Date	Move-Out Inspection Date

Item	Condition		Cost to Correct
	Move-In	Move-Out	
ENTRANCE/HALLS			
Steps and landings			
Handrails			
Doors			
Hardware/Locks			
Floors/Coverings			
Walls/Coverings			
Ceilings			
Windows/Coverings			
Lighting ¹			
Electrical Outlets			
Closets ²			
Fire alarms/equipment			
LIVING ROOM			
Floor/Coverings			
Walls/Coverings			

¹ Fixtures, bulbs, switches, and timers

² Floors/walls/ceiling, shelves/rods, lighting

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Ceiling			
Windows/Covering			
Lighting ¹			
Electrical outlets			
DINING ROOM			
Floor/Coverings			
Walls/Coverings			
Ceiling			
Windows/Coverings			
Lighting ³			
Electrical outlets			
KITCHEN			
Range			
Refrigerator			
Sink/Faucets ⁴			
Floor/Coverings			
Walls/Coverings			
Ceiling			
Windows/Coverings			
Lighting ³			
Electrical outlets			
Cabinets			
Closets/Pantry ⁵			
Exhaust fan			
Fire alarms/equipment			
BEDROOMS			
Doors and locks			

³ Fixtures, bulbs, switches, and timers

⁴ Water pressure and hot water

⁵ Floors/walls/ceiling, shelves/rods, lighting

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Floor/Coverings			
Walls/Coverings			
Ceiling			
Windows/Covering			
Closets ⁵			
Lighting ³			
Electrical outlets			
BATHROOM(S)			
Sink/Faucets ⁴			
Shower/Tub ⁴			
Curtain rack/Door			
Towel rack			
Toilet			
Doors/Locks			
Floor/Coverings			
Walls/Coverings			
Ceiling			
Windows/Coverings			
Closets ⁶			
Cabinets			
Exhaust fan			
Lighting ⁷			
Electrical outlets			
Grab bars ⁸			
OTHER EQUIPMENT			
Heating Equipment			
Air-conditioning unit(s)			
Hot-water heater			
Smoke/Fire alarms			

⁶ Floors/walls/ceiling, shelves/rods, lighting

⁷ Fixtures, bulbs, switches, and timers

⁸ Toilet and shower, in applicable units

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Thermostat			
Door bell			
TOTAL			

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Move-In	Move-Out
<p>This unit is in decent, safe and sanitary condition. Any deficiencies identified in this report will be remedied within 30 days of the date the tenant moves into the unit.</p> <p>Manager's Signature</p> <p>I have inspected the apartment and found this unit to be in decent, safe and sanitary condition. Any deficiencies are noted above. I recognize that I am responsible for keeping the apartment in good condition, with the exception of normal wear. In the event of damage, I agree to pay the cost to restore the apartment to its original condition.</p> <p>Resident's Signature</p> <p>_____</p> <p>Resident's Signature</p> <p>_____</p>	<p>Manager's Signature</p> <p>_____</p> <p><input type="checkbox"/> Agree with move-out inspection</p> <p><input type="checkbox"/> Disagree with move-out inspection</p> <p>If disagree, list specific items of disagreement.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Resident's Signature</p> <p>_____</p> <p>Resident's Signature</p> <p>_____</p>

	By	Date
Prepared		
Reviewed		
Prepared		
Reviewed		

	By	Date
Prepared		
Reviewed		
Prepared		
Reviewed		