

# MOVE-IN/ MOVE-OUT CONDITION REPORT

## EXHIBIT " \_\_\_\_\_ "



DATE \_\_\_\_\_

2020 Printing

|                  |         |                  |          |
|------------------|---------|------------------|----------|
| Address:         | Tenant: | New Phone (Home) |          |
| City, State, Zip | Tenant: | (Work)           | (Mobile) |

|                           | COMPONENT                    | MOVE IN    | MOVE OUT | CHARGE |  |
|---------------------------|------------------------------|------------|----------|--------|--|
| <b>Exterior Grounds</b>   | Grass                        | OK N/A     |          |        |  |
|                           | Shrubs                       | OK N/A     |          |        |  |
|                           | Trees                        | OK N/A     |          |        |  |
|                           | Mailbox                      | OK N/A     |          |        |  |
|                           | Fence                        | OK N/A     |          |        |  |
|                           | Pool/Hot tub                 | OK N/A     |          |        |  |
| <b>Exterior Structure</b> | Siding/Brick                 | OK N/A     |          |        |  |
|                           | Paint                        | OK N/A     |          |        |  |
|                           | Windows                      | OK N/A     |          |        |  |
|                           | Doors                        | OK N/A     |          |        |  |
|                           | Ext lights                   | OK N/A     |          |        |  |
|                           | Front Porch                  | OK N/A     |          |        |  |
|                           | Back deck/Patio              | OK N/A     |          |        |  |
|                           | Chimney                      | OK N/A     |          |        |  |
|                           | Roof                         | OK N/A     |          |        |  |
|                           | Trim/Fascia                  | OK N/A     |          |        |  |
|                           | Gutters                      | OK N/A     |          |        |  |
|                           | Screens                      | OK N/A     |          |        |  |
|                           | <b>Entry &amp; Stairways</b> | Door/Locks | OK N/A   |        |  |
|                           |                              | Flooring   | OK N/A   |        |  |
| Walls                     |                              | OK N/A     |          |        |  |
| Ceiling                   |                              | OK N/A     |          |        |  |
| Light/Fan                 |                              | OK N/A     |          |        |  |
| Stairwell walls           |                              | OK N/A     |          |        |  |
| Stairway carpet           |                              | OK N/A     |          |        |  |
| <b>Living Room</b>        | Handrail                     | OK N/A     |          |        |  |
|                           | Carpet/Flooring              | OK N/A     |          |        |  |
|                           | Walls/Ceiling                | OK N/A     |          |        |  |
|                           | Woodwork                     | OK N/A     |          |        |  |
|                           | Windows/Blinds               | OK N/A     |          |        |  |
|                           | Doors/Locks                  | OK N/A     |          |        |  |
|                           | Light fixtures               | OK N/A     |          |        |  |
|                           | Ceiling fan                  | OK N/A     |          |        |  |
| Outlets/Switches          | OK N/A                       |            |          |        |  |
| Fireplace                 | OK N/A                       |            |          |        |  |

"OK" does not mean that condition is perfect. OK means condition is consistent with normal wear and tear and does not indicate any tenant damage.  
 "N/A" - Indicates "Not Applicable"

MOVE IN: Tenant's Initials \_\_\_\_\_ MOVE OUT: Tenant's Initials \_\_\_\_\_

Manager's Initials \_\_\_\_\_ Manager's Initials \_\_\_\_\_

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**Dining Room**

| COMPONENT        | MOVE IN | MOVE OUT | CHARGE |
|------------------|---------|----------|--------|
| Carpet/Flooring  | OK N/A  |          |        |
| Walls/Ceiling    | OK N/A  |          |        |
| Woodwork         | OK N/A  |          |        |
| Windows/Blinds   | OK N/A  |          |        |
| Doors/Locks      | OK N/A  |          |        |
| Light fixtures   | OK N/A  |          |        |
| Ceiling fan      | OK N/A  |          |        |
| Outlets/Switches | OK N/A  |          |        |
|                  |         |          |        |

**Den/Family Room**

|                  |        |  |  |
|------------------|--------|--|--|
| Carpet/Flooring  | OK N/A |  |  |
| Walls/Ceiling    | OK N/A |  |  |
| Woodwork         | OK N/A |  |  |
| Windows/Blinds   | OK N/A |  |  |
| Doors/Locks      | OK N/A |  |  |
| Light fixtures   | OK N/A |  |  |
| Ceiling fan      | OK N/A |  |  |
| Outlets/Switches | OK N/A |  |  |
| Fireplace        | OK N/A |  |  |
|                  |        |  |  |

**Kitchen/Breakfast Room**

|                  |                  |  |  |
|------------------|------------------|--|--|
| Flooring         | OK N/A           |  |  |
| Refrigerator     | N/A Model/Color: |  |  |
| Range/Vent Hood  | N/A Model/Color: |  |  |
| Dishwasher       | N/A Model/Color: |  |  |
| Microwave        | N/A Model/Color: |  |  |
| Disposal         | OK N/A           |  |  |
| Trash Compactor  | OK N/A           |  |  |
| Cabinets         | OK N/A           |  |  |
| Countertops      | OK N/A           |  |  |
| Sink             | OK N/A           |  |  |
| Walls/Ceiling    | OK N/A           |  |  |
| Windows/Shades   | OK N/A           |  |  |
| Light fixtures   | OK N/A           |  |  |
| Ceiling fan      | OK N/A           |  |  |
| Outlets/Switches | OK N/A           |  |  |
| Woodwork         | OK N/A           |  |  |
| Pantry           | OK N/A           |  |  |
| Doors/Locks      | OK N/A           |  |  |
|                  |                  |  |  |

**Laundry Room**

|                   |                  |  |  |
|-------------------|------------------|--|--|
| Washer/Dryer      | N/A Model/Color: |  |  |
| Flooring          | OK N/A           |  |  |
| Walls/Ceiling     | OK N/A           |  |  |
| Doors/Locks       | OK N/A           |  |  |
| Lights & switches | OK N/A           |  |  |
| Vent              | OK N/A           |  |  |
| Shelving          | OK N/A           |  |  |
|                   |                  |  |  |

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 Manager's Initials \_\_\_\_\_ Manager's Initials \_\_\_\_\_

|         | COMPONENT         | MOVE IN | MOVE OUT | CHARGE |  |
|---------|-------------------|---------|----------|--------|--|
| Bedroom | Carpet/Flooring   | OK N/A  |          |        |  |
|         | Walls/Ceiling     | OK N/A  |          |        |  |
|         | Windows/Blinds    | OK N/A  |          |        |  |
|         | Doors/Locks       | OK N/A  |          |        |  |
|         | Light/Ceiling fan | OK N/A  |          |        |  |
|         | Closet            | OK N/A  |          |        |  |
|         | Outlets/Switches  | OK N/A  |          |        |  |
|         | Woodwork/Trim     | OK N/A  |          |        |  |
|         | Fireplace         | OK N/A  |          |        |  |
|         |                   |         |          |        |  |
| Bedroom | Carpet/Flooring   | OK N/A  |          |        |  |
|         | Walls/Ceiling     | OK N/A  |          |        |  |
|         | Windows/Blinds    | OK N/A  |          |        |  |
|         | Doors/Locks       | OK N/A  |          |        |  |
|         | Light/Ceiling fan | OK N/A  |          |        |  |
|         | Closet            | OK N/A  |          |        |  |
|         | Outlets/Switches  | OK N/A  |          |        |  |
|         | Woodwork/Trim     | OK N/A  |          |        |  |
|         |                   |         |          |        |  |
|         |                   |         |          |        |  |
| Bedroom | Carpet/Flooring   | OK N/A  |          |        |  |
|         | Walls/Ceiling     | OK N/A  |          |        |  |
|         | Windows/Blinds    | OK N/A  |          |        |  |
|         | Doors/Locks       | OK N/A  |          |        |  |
|         | Light/Ceiling fan | OK N/A  |          |        |  |
|         | Closet            | OK N/A  |          |        |  |
|         | Outlets/Switches  | OK N/A  |          |        |  |
|         | Woodwork/Trim     | OK N/A  |          |        |  |
|         |                   |         |          |        |  |
|         |                   |         |          |        |  |
| Bedroom | Carpet/Flooring   | OK N/A  |          |        |  |
|         | Walls/Ceiling     | OK N/A  |          |        |  |
|         | Windows/Blinds    | OK N/A  |          |        |  |
|         | Doors/Locks       | OK N/A  |          |        |  |
|         | Light/Ceiling fan | OK N/A  |          |        |  |
|         | Closet            | OK N/A  |          |        |  |
|         | Outlets/Switches  | OK N/A  |          |        |  |
|         | Woodwork/Trim     | OK N/A  |          |        |  |
|         |                   |         |          |        |  |
|         |                   |         |          |        |  |
| Bedroom | Carpet/Flooring   | OK N/A  |          |        |  |
|         | Walls/Ceiling     | OK N/A  |          |        |  |
|         | Windows/Blinds    | OK N/A  |          |        |  |
|         | Doors/Locks       | OK N/A  |          |        |  |
|         | Light/Ceiling fan | OK N/A  |          |        |  |
|         | Closet            | OK N/A  |          |        |  |
|         | Outlets/Switches  | OK N/A  |          |        |  |
|         | Woodwork/Trim     | OK N/A  |          |        |  |
|         |                   |         |          |        |  |
|         |                   |         |          |        |  |

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 Manager's Initials \_\_\_\_\_

MOVE OUT: Tenant's Initials \_\_\_\_\_  
 Manager's Initials \_\_\_\_\_

|                 |  | COMPONENT       | MOVE IN | MOVE OUT | CHARGE |
|-----------------|--|-----------------|---------|----------|--------|
| <b>Bathroom</b> |  | Sink/Faucets    | OK N/A  |          |        |
|                 |  | Vanity/Cabinets | OK N/A  |          |        |
|                 |  | Tub/Shower      | OK N/A  |          |        |
|                 |  | Commode         | OK N/A  |          |        |
|                 |  | Mirror          | OK N/A  |          |        |
|                 |  | Towel racks     | OK N/A  |          |        |
|                 |  | Flooring        | OK N/A  |          |        |
|                 |  | Walls/Ceiling   | OK N/A  |          |        |
|                 |  | Windows/Blinds  | OK N/A  |          |        |
|                 |  | Closet          | OK N/A  |          |        |
|                 |  | Lights/Switches | OK N/A  |          |        |
|                 |  | Exhaust Fan     | OK N/A  |          |        |
|                 |  |                 |         |          |        |
|                 |  |                 |         |          |        |
| <b>Bathroom</b> |  | Sink/Faucets    | OK N/A  |          |        |
|                 |  | Vanity/Cabinets | OK N/A  |          |        |
|                 |  | Tub/Shower      | OK N/A  |          |        |
|                 |  | Commode         | OK N/A  |          |        |
|                 |  | Mirror          | OK N/A  |          |        |
|                 |  | Towel racks     | OK N/A  |          |        |
|                 |  | Flooring        | OK N/A  |          |        |
|                 |  | Walls/Ceiling   | OK N/A  |          |        |
|                 |  | Windows/Blinds  | OK N/A  |          |        |
|                 |  | Closet          | OK N/A  |          |        |
|                 |  | Lights/Switches | OK N/A  |          |        |
|                 |  | Exhaust Fan     | OK N/A  |          |        |
|                 |  |                 |         |          |        |
|                 |  |                 |         |          |        |
| <b>Bathroom</b> |  | Sink/Faucets    | OK N/A  |          |        |
|                 |  | Vanity/Cabinets | OK N/A  |          |        |
|                 |  | Tub/Shower      | OK N/A  |          |        |
|                 |  | Commode         | OK N/A  |          |        |
|                 |  | Mirror          | OK N/A  |          |        |
|                 |  | Towel racks     | OK N/A  |          |        |
|                 |  | Flooring        | OK N/A  |          |        |
|                 |  | Walls/Ceiling   | OK N/A  |          |        |
|                 |  | Windows/Blinds  | OK N/A  |          |        |
|                 |  | Closet          | OK N/A  |          |        |
|                 |  | Lights/Switches | OK N/A  |          |        |
|                 |  | Exhaust Fan     | OK N/A  |          |        |
|                 |  |                 |         |          |        |
|                 |  |                 |         |          |        |
| <b>Bathroom</b> |  | Sink/Faucets    | OK N/A  |          |        |
|                 |  | Vanity/Cabinets | OK N/A  |          |        |
|                 |  | Tub/Shower      | OK N/A  |          |        |
|                 |  | Commode         | OK N/A  |          |        |
|                 |  | Mirror          | OK N/A  |          |        |
|                 |  | Towel racks     | OK N/A  |          |        |
|                 |  | Flooring        | OK N/A  |          |        |
|                 |  | Walls/Ceiling   | OK N/A  |          |        |
|                 |  | Windows/Blinds  | OK N/A  |          |        |
|                 |  | Closet          | OK N/A  |          |        |
|                 |  | Lights/Switches | OK N/A  |          |        |
|                 |  | Exhaust Fan     | OK N/A  |          |        |
|                 |  |                 |         |          |        |
|                 |  |                 |         |          |        |

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 Manager's Initials \_\_\_\_\_ Manager's Initials \_\_\_\_\_

|                                 | COMPONENT        | MOVE IN | MOVE OUT | CHARGE |
|---------------------------------|------------------|---------|----------|--------|
| Garage/<br>Parking              | Garage Doors     | OK N/A  |          |        |
|                                 | Openers/Remotes  | OK N/A  |          |        |
|                                 | Windows          | OK N/A  |          |        |
|                                 | Walls/Ceilings   | OK N/A  |          |        |
|                                 | Floor            | OK N/A  |          |        |
|                                 | Driveway         | OK N/A  |          |        |
| Basement/<br>Mechanical Systems | Stairway         | OK N/A  |          |        |
|                                 | Floors/Walls     | OK N/A  |          |        |
|                                 | Windows/Blinds   | OK N/A  |          |        |
|                                 | Furnace/ AC      | OK N/A  |          |        |
|                                 | Water Heater     | OK N/A  |          |        |
|                                 | Breaker/Fuse box | OK N/A  |          |        |
|                                 | Dehumidifier     | OK N/A  |          |        |
|                                 | Smoke Detectors  | OK N/A  |          |        |
|                                 | Alarm System     | OK N/A  |          |        |
|                                 | Intercom         | OK N/A  |          |        |
|                                 | Satellite Dish   | OK N/A  |          |        |
|                                 | Sprinkler system | OK N/A  |          |        |
|                                 |                  |         |          |        |
| Misc.                           |                  |         |          |        |
|                                 |                  |         |          |        |
|                                 |                  |         |          |        |
|                                 |                  |         |          |        |

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**NOTE TO TENANT: GEORGIA LAW REQUIRES THAT YOU ACKNOWLEDGE THE CORRECTNESS OF THE MOVE IN AND MOVE OUT INSPECTION REPORTS BY SIGNING SAME; OR, IF YOU DISAGREE, BY FILING A PROPERLY SIGNED WRITTEN STATEMENT OF DISSENT SETTING FORTH SPECIFICALLY THOSE ITEMS WITH WHICH YOU DISAGREE WITHIN THREE (3) BANKING DAYS.**

**MOVE-IN INSPECTION:** Tenant accepts responsibility for the above described residence "AS IS" with the conditions and notations described above. Tenant shall be responsible for the maintaining the residence in its present condition. Any damage, beyond normal wear and tear, will be the responsibility of Tenant.

\_\_\_\_\_  
 Manager's Signature                      Date                      Tenant's Signature                      Date                      Tenant's Signature                      Date

Additional Signature Page (F931) is attached.

|               |            |               |            |
|---------------|------------|---------------|------------|
| Keys Issued   | Door _____ | Mailbox _____ | Pool _____ |
| Keys Returned | Door _____ | Mailbox _____ | Pool _____ |

|                               |
|-------------------------------|
| Garage Remotes Issued _____   |
| Garage Remotes Returned _____ |

**MOVE OUT INSPECTION:** Today's inspection notes any damage beyond normal wear and tear and determines any charges to be assessed against the Tenant.

\_\_\_\_\_  
 Manager's Signature                      Date                      Tenant's Signature                      Date                      Tenant's Signature                      Date

Additional Signature Page (F931) is attached.

MOVE IN: Tenant's Initials \_\_\_\_\_                      MOVE OUT: Tenant's Initials \_\_\_\_\_  
 Manager's Initials \_\_\_\_\_                      Manager's Initials \_\_\_\_\_