

THE LITTLETON REAL ESTATE COMPANY
Move In/Out Check List

PROPERTY ADDRESS _____

Move in Date _____ Return by _____ Move out Date _____

TENANT NAME _____

The sole purpose of this form is to establish the move-in and move-out condition of the above property. List on the line to the right the condition of the appropriate item. Please return the completed form to LREC by the return date listed above. If you feel there is an item to be looked at for repair please fill out a maintenance request form and return with move in check list. This report is not to be construed in anyway that any repairs will be made by the owner. LREC strongly encourages you to take pictures upon move in and submit a copy of the pictures either in paper or digital format with this report.

AREA OR FURNISHINGS	CONDITIONS UPON ARRIVAL (Tenant)	CONDITION UPON DEPARTURE (LREC Use Only)
KITCHEN / DINING AREA		
Cupboards		
Drawers		
Counters		
Floor Coverings: Type _____		
Walls		
Ceiling		
Stove/Oven: Brand _____		
Stove/Oven: Gas Electric		
Hood Vent:		
Refrigerator Brand _____		
Microwave: Brand _____ or N/A		
Dishwasher: Brand _____ or N/A		
Sink		
Windows		
Screens # of screens _____		
Blinds wood plastic		
Window coverings: type _____		
Moulding/Base Boards		
Outlets & Switches		
Light Fixtures/Bulbs		
Doors		
Smoke Detector Yes No		
CO2 Detector Yes No		
Ceiling Fan: Condition or NA		
OTHER		
LIVING ROOM		
Floor Coverings: Type _____		
Fireplace Yes No Gas Wood		
Walls		
Ceiling		
Windows		
Screens # of screens _____		
Blinds wood plastic		
Window coverings		
Moulding/Base Boards		
Outlets & Switches		

AREA OR FURNISHINGS	CONDITIONS UPON ARRIVAL			CONDITION UPON DEPARTURE		
	(Tenant)			(LREC Use Only)		
Light Fixtures/Bulbs						
Doors						
Smoke Detector Yes No						
CO2 Detector Yes No						
Ceiling Fan: Condition or NA						
OTHER						
FAMILY ROOM / DEN						
Floor Coverings: Type _____						
Fireplace Yes No Gas Wood						
Walls						
Ceiling						
Windows						
Screens # of screens _____						
Blinds wood plastic						
Window coverings						
Moulding/Base Boards						
Outlets & Switches						
Light Fixtures/Bulbs						
Doors						
Smoke Detector Yes No						
CO2 Detector Yes No						
Ceiling Fan: Condition or NA						
OTHER						
BATHROOMS	1	2	3	1	2	3
Floor Coverings: Type _____						
Moulding/Base Boards						
Walls						
Ceiling						
Towel Bars						
Tub/Shower						
Sink						
Medicine Cabinet						
Toilet						
Ventilating Fan						
Windows						
Screens # of screens _____						
Window coverings						
Blinds wood plastic						
Light Fixtures/Bulbs						
Doors						
Ceiling Fan: Condition or NA						
Other						
BEDROOMS	1	2	3	1	2	3
Floor Coverings: Type _____						
Moulding/Base Boards						
Walls						

AREA OR FURNISHINGS	CONDITIONS UPON ARRIVAL			CONDITION UPON DEPARTURE		
	(Tenant)			(LREC Use Only)		
Ceiling						
Doors						
Closet						
Windows						
Screens # of screens _____						
Blinds wood plastic						
Window coverings						
Light Fixtures/Bulbs						
Outlets & Switches						
Ceiling Fan: Condition or NA						
Other						
Hallways						
Floor Coverings: Type _____						
Moulding/Base Boards						
Walls						
Ceiling						
Outlets & Switches						
Light Fixtures/Bulbs						
Doors						
Smoke Detector Yes No						
CO2 Detector Yes No						
Ceiling Fan: Condition or NA						
OTHER						
ADDITIONAL ITEMS						
Air Conditioner						
Heater						
Thermostat						
Hot Water Heater: Brand _____						
Electric Fixtures						
EXTERIOR						
Yard (Front)						
Yard (Back)						
Fences/Gates						
Garage						
Siding/Trim						
Sprinkler System						
Other						

Tenant(s) agree that the above items are in good working order and condition except as noted and the Tenant(s) agree(s) to pay all costs of repairing and damage, cleaning, or replacement of same, ordinary wear excepted, caused by their occupancy

This form must be signed by all lease holders to be valid.

I/WE HAVE READ AND UNDERSTAND THE MEANING OF THIS FORM:

Tenant(s): _____ Date: _____

Tenant(s): _____ Date: _____

Tenant(s): _____ Date: _____

Contact Information: Cell: _____ Home: _____ Work: _____