

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

[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 |                 |
| <b>ENTRANCE/HALLS</b> |           |          |                 |
| Steps and landings    |           |          |                 |
| Handrails             |           |          |                 |
| Doors                 |           |          |                 |
| Hardware/Locks        |           |          |                 |
| Floors/Coverings      |           |          |                 |
| Walls/Coverings       |           |          |                 |
| Ceilings              |           |          |                 |
| Windows/Coverings     |           |          |                 |
| Lighting <sup>1</sup> |           |          |                 |
| Electrical Outlets    |           |          |                 |
| Closets <sup>2</sup>  |           |          |                 |
| Fire alarms/equipment |           |          |                 |
|                       |           |          |                 |
|                       |           |          |                 |
| <b>LIVING ROOM</b>    |           |          |                 |
| Floor/Coverings       |           |          |                 |
| Walls/Coverings       |           |          |                 |
| Ceiling               |           |          |                 |
| Windows/Covering      |           |          |                 |
| Lighting <sup>1</sup> |           |          |                 |
| Electrical outlets    |           |          |                 |
|                       |           |          |                 |
|                       |           |          |                 |

**NOTE TO THE LANDLORD AND TENANT ON INSPECTIONS:**

**MOVE IN:** Prior to accepting a security deposit, the landlord shall provide to the tenant a comprehensive list of existing damages at the property. The tenant shall sign the statement indicating acceptance, or, alternatively, provide a written statement to landlord, setting forth those items to which tenant dissents.

**MOVE OUT:** Georgia law requires that the landlord inspect the property within three business days after the tenant completely vacates the property and prepare a list of damages (beyond normal wear and tear) and the dollar amounts to be charged to the tenant for those damages. The Tenant may, within five business days after terminating occupancy, inspect the premises to verify the Landlord's list. Tenant must sign the Landlord's list or, alternatively, set forth any disagreement to that list in a signed written statement made and delivered to landlord within the five-business-day period following the termination of occupancy. Failing to sign this move-in/move-out inspection form or to provide a signed written dissent within the time provided by Georgia law may result in a forfeiture of the Tenant's security deposit.

**INSPECTION TERMINOLOGY:** On this form, the term "OK" does not mean that an item is in perfect condition, merely that the condition is consistent with normal wear and tear and that no damage has been caused by the Tenant. The term "N/A" means that the item is not applicable.

| Item                        | Condition |          | Cost to Correct |
|-----------------------------|-----------|----------|-----------------|
|                             | Move-In   | Move-Out |                 |
| <b>DINING ROOM</b>          |           |          |                 |
| Floor/Coverings             |           |          |                 |
| Walls/Coverings             |           |          |                 |
| Ceiling                     |           |          |                 |
| Windows/Coverings           |           |          |                 |
| Lighting <sup>1</sup>       |           |          |                 |
| Electrical outlets          |           |          |                 |
|                             |           |          |                 |
|                             |           |          |                 |
| <b>KITCHEN</b>              |           |          |                 |
| Range                       |           |          |                 |
| Refrigerator                |           |          |                 |
| Sink/Faucets <sup>3</sup>   |           |          |                 |
| Floor/Coverings             |           |          |                 |
| Walls/Coverings             |           |          |                 |
| Ceiling                     |           |          |                 |
| Windows/Coverings           |           |          |                 |
| Lighting <sup>1</sup>       |           |          |                 |
| Electrical outlets          |           |          |                 |
| Cabinets                    |           |          |                 |
| Closets/Pantry <sup>2</sup> |           |          |                 |
| Exhaust fan                 |           |          |                 |
| Fire alarms/equipment       |           |          |                 |
|                             |           |          |                 |
|                             |           |          |                 |
| <b>BEDROOM(S)</b>           |           |          |                 |
| Doors and locks             |           |          |                 |
| Floor/Coverings             |           |          |                 |
| Walls/Coverings             |           |          |                 |
| Ceiling                     |           |          |                 |
| Windows/Covering            |           |          |                 |
| Closets <sup>2</sup>        |           |          |                 |
| Lighting <sup>1</sup>       |           |          |                 |
| Electrical outlets          |           |          |                 |
|                             |           |          |                 |
|                             |           |          |                 |

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| Item  | Condition |          | Cost to Correct |
|---|-----------|----------|-----------------|
|   | Move-In   | Move-Out |                 |
| <b>BATHROOM(S)</b>  |           |          |                 |
| Sink/Faucets <sup>3</sup>   |           |          |                 |
| Shower/Tub <sup>3</sup>   |           |          |                 |
| Curtain rack/Door   |           |          |                 |
| Towel rack  |           |          |                 |
| Toilet  |           |          |                 |
| Doors/Locks   |           |          |                 |
| Floor/Coverings   |           |          |                 |
| Walls/Coverings   |           |          |                 |
| Ceiling   |           |          |                 |
| Windows/Coverings   |           |          |                 |
| Closets <sup>2</sup>  |           |          |                 |
| Cabinets  |           |          |                 |
| Exhaust fan   |           |          |                 |
| Lighting <sup>1</sup>   |           |          |                 |
| Electrical outlets  |           |          |                 |
|   |           |          |                 |
|   |           |          |                 |
| <b>OTHER EQUIPMENT</b>  |           |          |                 |
| Heating Equipment   |           |          |                 |
| Air-conditioning unit(s)  |           |          |                 |
| Hot-water heater  |           |          |                 |
| Smoke/Fire alarms   |           |          |                 |
| Thermostat  |           |          |                 |
| Door bell   |           |          |                 |
|   |           |          |                 |
|   |           |          |                 |
| <b>TOTAL</b>  |           |          |                 |
| 1. Fixtures, Bulbs, Switches, and Timers<br>2. Floor/Walls/Ceiling, Shelves/Rods, Lighting<br>3. Water pressure and Hot water |           |          |                 |

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**Move-In**

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.

\_\_\_\_\_

Manager's Signature

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.

\_\_\_\_\_

Resident's Signature

\_\_\_\_\_

Resident's Signature

|          | By    | Date  |
|----------|-------|-------|
| Prepared | _____ | _____ |
| Reviewed | _____ | _____ |
| Prepared | _____ | _____ |
| Reviewed | _____ | _____ |

**Move-Out**

\_\_\_\_\_

Manager's Signature

Agree with move-out inspection

Disagree with move-out inspection

If disagree, list specific items of disagreement.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Resident's Signature

\_\_\_\_\_

Resident's Signature

|          | By    | Date  |
|----------|-------|-------|
| Prepared | _____ | _____ |
| Reviewed | _____ | _____ |
| Prepared | _____ | _____ |
| Reviewed | _____ | _____ |

**Public reporting burden** - HUD is not requesting approval of any burden hours for the move-in/move-out inspection report since use of move-in/move-out inspection reports are a standard business practice in the housing rental industry. This information is required to obtain benefits and is voluntary. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently 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, 886.123, 886.223 cover unit inspections. This information is considered non-sensitive and does not require any special protection.