



## Move Out Inventory & Condition Form

Inspection Date	Technician	Property	Units
04-08-2025	Kenneth Poteat	251 Dekalb	E0425

Approved By	Stephen Cicala
Resident Name	Briana Hughes
Forwarding Mailing Address	3508 Morrell Ave., Philadelphia, PA 19114
Date Resident Turned in Keys (For evictions - date all belongings were removed)	04-03-2025

Damage Summary				
Main Category	Sub Category	Charges Type	Note	Charges
Cabinets	Cabinet Door	Clean	Trash left in cabinets.	\$25
LIVING ROOM	Walls / Outlets	Repair	Repair, patch, and paint holes in walls.	\$48
BEDROOMS	Door / Closet	Repair		\$0
BEDROOMS	Walls / Outlets	Repair		\$0
MISCELLANEOUS	Was personal property left behind?			\$0
Additional Damage Charges				
Total Charges				\$73.00

<b>LIVING ROOM:</b>	
Walls / Outlets:	Not Ok
Charges Type	Repair
Charges	
Comment	Holes in wall



DINING ROOM:	
Ceilings / Lights:	Ok
Walls / Outlets:	Ok
Window:	Ok
Window coverings:	Ok

KITCHEN:											
Backsplash:	Ok										
<table> <tr> <th colspan="2">Cabinets:</th></tr> <tr> <td>Cabinet Door:</td><td>Not Ok</td></tr> <tr> <td>Charges Type</td><td>Clean</td></tr> <tr> <td>Charges</td><td></td></tr> <tr> <td>Comment</td><td>Trash left in cabinet above refrigerator</td></tr> </table>		Cabinets:		Cabinet Door:	Not Ok	Charges Type	Clean	Charges		Comment	Trash left in cabinet above refrigerator
Cabinets:											
Cabinet Door:	Not Ok										
Charges Type	Clean										
Charges											
Comment	Trash left in cabinet above refrigerator										
Ceiling Fan:	Ok										
Ceiling Light Fixture:	Ok										
Ceiling Lights:	Ok										
Cleaning of Stove:	Ok										
Counter Top:	Ok										

Dishwasher:	Ok
Drip Pan:	Ok
Electric Meter:	Ok
Faucet:	Ok
Faucet Knobs:	Ok
Floors:	Ok
Formica/Tiles:	Ok
Garbage Disposal:	Ok
Kitchen Sink:	Ok
Microwave:	Ok
Other:	Ok
Oven / Range:	Ok
Oven Door Handle:	Ok
Oven Racks:	Ok
Range Top:	Ok
Refrigerator (Freezer):	Ok
Rubber Stopper:	Ok
Stove Knob:	Ok
Verify that either a Fire Stop (under the microwave) or FireAvert (behind the stove) exists.:	Ok
Wall Outlets:	Ok
Washer/Dryer:	Ok
Window Coverings:	Ok

<b>BEDROOMS:</b>	
Door / Closet:	Not Ok
Charges Type	Repair
Charges	
Comment	Patch work on door from hole



Walls / Outlets:	Not Ok
Charges Type	Repair
Charges	
Comment	Holes in wall



BATHROOM:	
Cabinets / Mirror:	Ok
Ceiling Lights:	Ok
Cleaning Bathroom:	Ok
Complete Toilet:	Ok
Counter Top:	Ok
Floors:	Ok
Formica /Tile:	Ok
Is there signs of moisture from outside in the apartment?:	Ok
Medicine Cabinet:	Ok
Mirror Cabinet:	Ok
Other:	Ok
Remove Mildew on Tiles:	Ok
Shower Curtain Bar:	Ok

Shower Head:	Ok
Sink:	Ok
Soad Dish (Tub):	Ok
Soap Dish (Sink):	Ok
Toilet Paper Holder:	Ok
Toilet Tank:	Ok
Towel Bar:	Ok
Tub Knob(s):	Ok
Tub Reglazing:	Ok
Vanity Cabinet:	Ok
Wall Outlets:	Ok
Window:	Ok

<b>LOCKS:</b>	
Door Knob:	Ok
Door Lock:	Ok
Ensure the apartment door has an automatic closure and closes properly. :	Ok
Fix Door when extra lock is removed:	Ok
Mail-Box Lock:	Ok

<b>KEYS:</b>	
Failure To Return Apartment Key:	Ok
Failure To Return Mailbox Key:	Ok

<b>DOORS:</b>	
Apartment Door:	Ok
Apartment Door closes automatically:	Ok
Frame:	Ok
Hollow:	Ok
Solid Core & Steel:	Ok

<b>PAINTING:</b>	
Border Removal (Per Room):	Ok
Holes in Walls (Each Hole):	Ok
Over Dark Colors (Per Room):	Ok

Wallpaper Removal (Per Room):	Ok
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<b>CARPET:</b>	
Burns:	Ok
Deodorize:	Ok
Pet Treatment (Odor):	Ok
Replace Carpet 1 Bedroom:	Ok
Replace Carpet 2 Bedroom:	Ok
Shampoo 1 Bedroom:	Ok
Shampoo 2 Bedroom:	Ok
Stain Removal:	Ok

<b>MISCELLANEOUS:</b>	
Broken Window Glass (Per Pane):	Ok
Cabinet Equipment:	Ok
Carbon Monoxide Detector:	Ok
Cleaning of Apartment:	Ok
Clear Storage Locker:	Ok
Closet Shelves:	Ok
Common Area damaged during moveout:	Ok
Door Intercom System:	Ok
Exhaust Fan:	Ok
Fan Blades:	Ok
If fire stops have been installed throughout the property, ensure fire stops are installed.:	Ok
Light Globes:	Ok
Mini Blind(s) each:	Ok
Outside Lights:	Ok
Phone Jack:	Ok
Rallings:	Ok
Removal Of Bulk Items:	Ok
Remove Debris (Per Bag):	Ok
Sliding Mirror/Glass Door (2):	Ok
Smoke Detector Alarm:	Ok
Stoppage by foreign object in any drain:	Ok

