



# Move Out Inventory & Condition Form

| Inspection Date | Technician     | Property   | Units |
|-----------------|----------------|------------|-------|
| 05-13-2024      | Kenneth Poteat | 251 Dekalb | W0827 |

|                              |   |
|------------------------------|---|
| Approved By                  | Stephen Cicala                          |
| Resident Name                | Nycia Williams                          |
| Forwarding Mailing Address   | 2901 Edgley St., Philadelphia, PA 19121 |
| Date Resident Turned in Keys | 05-10-2024                              |

| Damage Summary            |                            |              |                        |          |
|---------------------------|----------------------------|--------------|------------------------|----------|
| Main Category             | Sub Category               | Charges Type | Note                   | Charges  |
| LIVING ROOM               | Ceilings / Lights          | Repair       | Holes in ceiling       | \$48.00  |
| BEDROOMS                  | Walls / Outlets            | Repair       | Holes in bedroom walls | \$96.00  |
| PAINTING                  | Holes in Walls (Each Hole) | Repair       | Holes in wals.         | \$96.00  |
| Additional Damage Charges |                            |              |                        |          |
| Total Charges             |                            |              |                        | \$240.00 |

|                     |                                 |
|---------------------|---------------------------------|
| <b>LIVING ROOM:</b> |                                 |
| Ceilings / Lights:  | Not Ok                          |
| Charges Type        | Repair                          |
| Charges             |                                 |
| Comment             | Ceilings damaged due to neglect |



Walls / Outlets:

Ok

#### **DINING ROOM:**

Ceilings / Lights:

Ok

Walls / Outlets:

Ok

Window:

Ok

Window coverings:

Ok

#### **KITCHEN:**

Backsplash:

Ok

Cabinets:

Ok

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 |

| BEDROOMS:        |                |
|------------------|----------------|
| Walls / Outlets: | Not Ok         |
| Charges Type     | Repair         |
| Charges          |                |
| Comment          | Holes in walls |

| 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>            |                |
| Holes in Walls (Each Hole): | Not Ok         |
| Charges Type                | Repair         |
| Charges                     |                |
| Comment                     | Holes in walls |



|                           |    |
|---------------------------|----|
| <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>         |     |
| Was the resident locked out?: | N/A |

|  |    |
|--|----|
| <b>OVERALL:</b>                          |    |
| Signs of Moisture inside the apartment:  | Ok |
| Signs of Moisture outside the apartment: | Ok |

|          |  |
|----------|--|
| Resident |  |
|----------|--|

|   |                |
|---|----------------|
|   |                |
| Lindy Community Representative Name   | Kenneth Poteat |
|  |                |
| Technician  | Kenneth Poteat |
| Resident not available for signature  | YES            |