



# Move Out Inventory & Condition Form



Inspection Date	Technician	Property	Units
07-19-2024	Kenneth Poteat	251 Dekalb	WPH24

Approved By	Auto Approved
Resident Name	Mason Kumke
Forwarding Mailing Address	Not Available
Date Resident Turned in Keys	07-17-2024

Damage Summary				
Main Category	Sub Category	Charges Type	Note	Charges
LIVING ROOM	Other	Clean		\$0.00
KITCHEN	Cleaning of Stove	Clean		\$60.00
KITCHEN	Other	Clean		\$0.00
MISCELLANEOUS	Was personal property left behind?			\$0.00
MISCELLANEOUS	Was the resident locked out?			\$0.00
Additional Damage Charges				
Total Charges				\$60.00

LIVING ROOM:	
Other:	Not Ok
Charges Type	Clean
Charges	
Comment	Furniture left



<b>KITCHEN:</b>	
Cleaning of Stove:	Not Ok
Charges Type	Clean
Charges	
Comment	Left dirty
	
Other:	Not Ok
Charges Type	Clean
Charges	
Comment	Dishes and trash left
	
Verify that either a Fire Stop (under the microwave) or FireAvert (behind the stove) exists.:	Ok

<b>BEDROOMS:</b>	
Ceilings / Lights:	Ok
Door / Closet:	Ok
Floors / Carpet:	Ok
Other:	Ok
Walls / Outlets:	Ok
Window:	Ok
Window coverings:	Ok

<b>BATHROOM:</b>	
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

<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

