



# Move Out Inventory & Condition Form

Inspection Date	Technician	Property	Units
11-20-2024	Kenneth Poteat	251 Dekalb	W0614

Approved By	Stephen Cicala
Resident Name	Saiba Fox
Forwarding Mailing Address	None given (eviction)
Date Resident Turned in Keys	11-07-2024

Damage Summary				
Main Category	Sub Category	Charges Type	Note	Charges
Oven / Range	Oven Cleaning	Clean	One cleaning charge for all cleaning needed. Less trash, bulk, or HVAC duct cleaning.	\$216.00
Refrigerator (Freezer)	Cleaning Refrigerator	Clean	Removing trash from refrigerator	\$25.00
LIVING ROOM	Other	Clean	Trash left and bed left behind in living room.	\$150.00
KITCHEN	Counter Top	Clean	Trash left behind	\$50.00
KITCHEN	Other	Clean		\$0.00
BATHROOM	Cleaning Bathroom	Clean	Remove trash from bathroom	\$25.00
BATHROOM	Tub Reglazing	Repair	Tub glazing needed.	\$324.00
MISCELLANEOUS	Was the resident locked out?			\$0.00
Additional Damage Charges				
Total Charges				\$790.00

LIVING ROOM:	
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Other:	Not Ok
Charges Type	Clean
Charges	
Comment	Furniture and bulk items left in the living room



<b>KITCHEN:</b>	
Counter Top:	Not Ok
Charges Type	Clean
Charges	
Comment	Trash left Countertops



Other:	Not Ok
Charges Type	Clean
Charges	
Comment	Trash left on the countertop in the dishwasher and under the kitchen sink



Oven / Range:	
Oven Cleaning:	Not Ok
Charges Type	Clean
Charges	
Comment	Left dirty



Refrigerator (Freezer):	
Cleaning Refrigerator:	Not Ok
Charges Type	Clean
Charges	
Comment	Food left and refrigerator in freezer



Verify that either a Fire Stop (under the microwave) or FireAvert (behind the stove) exists.:	Ok
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BEDROOMS:	
Ceilings / Lights:	Ok
Door / Closet:	Ok
Floors / Carpet:	Ok
Other:	Ok
Walls / Outlets:	Ok
Window:	Ok
Window coverings:	Ok

BATHROOM:	
Cleaning Bathroom:	Not Ok
Charges Type	Clean
Charges	
Comment	Personal items in trash, left in bathroom



Tub Reglazing:	Not Ok
Charges Type	Repair
Charges	
Comment	Tub needs glazing



<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

<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
Switch Plate Covers:	Ok
Thermostat Cover:	Ok
Vertical Blinds:	Ok
Vinly Tile Bathroom:	Ok
Vinly Tile Kitchen:	Ok
Was the resident locked out?:	No

