

## **Move Out Inventory & Condition Form**

Inspection Date	Technician	Property	Units
10-08-2024	Kenneth Poteat	251 Dekalb	E0715

Resident Name	Qadirah Hamlin
Forwarding Mailing Address	Not Available
Date Resident Turned in Keys	Oct-08-2024

LIVING ROOM:	
Other:	Not Ok
Charges Type	Clean
Charges	
Comment	Trash left in living room



Walls / Outlets:	Not Ok
Charges Type	Repair
Charges	
Comment	Tracks left on wall



KITCHEN:	
Cleaning of Stove:	Not Ok
Charges Type	Clean
Charges	
Comment	Dirty



Microwave:	Not Ok	
Charges Type	Clean	
Charges		
Comment	Dirty	



Other:	Not Ok
Charges Type	Clean

Charges	
Comment	Food left in cabinets



Refrigerator (Freezer):	
Cleaning Refrigerator:	Not Ok
Charges Type	Clean
Charges	
Comment	Dirty



Verify that either a Fire Stop (under the microwave) or FireAvert (behind the stove) exists.: Ok

BEDROOMS:	
Other:	Not Ok
Charges Type	Clean
Charges	
Comment	Furniture left in bedroom Track left on wall



BATHROOM:	
Cleaning Bathroom:	Not Ok
Charges Type	Clean
Charges	
Comment	Sink dirty



Formica /Tile:	Not Ok
Charges Type	Repair
Charges	
Comment	Shower wall peeling rack left in shower



Tub Reglazing:	Not Ok
Charges Type	Repair

Charges	
Comment	Tub peeling



LOCKS:	
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

KEYS:	
Failure To Return Apartment Key:	Ok
Failure To Return Mailbox Key:	Ok

DOORS:	
Apartment Door:	Ok
Apartment Door closes automatically:	Ok
Frame:	Ok
Hollow:	Ok
Solid Core & Steel:	Ok

PAINTING:	
Border Removal (Per Room):	Ok
Holes in Walls (Each Hole):	Ok
Over Dark Colors (Per Room):	Ok
Wallpaper Removal (Per Room):	Ok

CARPET:	
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

MISCELLANEOUS:	
Broken Window Glass (Per Pane):	Ok
Cabinet Equipment:	Ok
Carbon Monoxide Detector:	Ok
Cleaning of Apartment:	Not Ok
Charges Type	Repair
Charges	
Comment	Furniture left in master bedroom Track left on wall Trash left on floor



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 personal property left behind?:	No
Charges Type	
Charges	0
Was the resident locked out?:	No
Charges Type	
Charges	0
Window Screen(s) each:	Ok
Window Sills:	Ok

OVERALL:	
Signs of Moisture inside the apartment:	Ok
Signs of Moisture outside the apartment:	Ok

Resident					
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Kenneth Poteat



Technician	Kenneth Poteat	
Resident not available for signature	YES	
Resident refused Signature	NO	