

ARRK Property Management LLC

Move-In / Move-Out Checklist

Please complete this checklist at move-in and move-out. Keep a copy for your records.

Return the completed form by email to management@arrkpm.com.

Resident Name

Property Address / Unit

Move-In Date

Move-Out Date

Phone Number

Email Address

General Areas

Item	Move-In Condition / Notes	Move-Out Condition / Notes
Entry Door / Locks	<input type="text"/>	<input type="text"/>
Walls / Paint	<input type="text"/>	<input type="text"/>
Ceilings	<input type="text"/>	<input type="text"/>
Flooring	<input type="text"/>	<input type="text"/>
Windows / Screens	<input type="text"/>	<input type="text"/>
Lights / Fixtures	<input type="text"/>	<input type="text"/>
Outlets / Switches	<input type="text"/>	<input type="text"/>
Smoke Detectors	<input type="text"/>	<input type="text"/>

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Kitchen

Item	Move-In Condition / Notes	Move-Out Condition / Notes
Cabinets / Drawers		
Countertops		
Sink / Faucet		
Refrigerator		
Range / Oven		
Microwave / Vent		
Flooring		
Lights / Fixtures		

Bathroom

Item	Move-In Condition / Notes	Move-Out Condition / Notes
Toilet		
Tub / Shower		
Sink / Faucet		
Vanity / Mirror		
Flooring		
Walls / Tile		
Lights / Fixtures		
Exhaust Fan		

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Bedrooms / Living Areas

Item	Move-In Condition / Notes	Move-Out Condition / Notes
Walls / Paint	<input type="text"/>	<input type="text"/>
Ceilings	<input type="text"/>	<input type="text"/>
Flooring	<input type="text"/>	<input type="text"/>
Closet Doors / Shelving	<input type="text"/>	<input type="text"/>
Windows / Screens	<input type="text"/>	<input type="text"/>
Lights / Fixtures	<input type="text"/>	<input type="text"/>
Outlets / Switches	<input type="text"/>	<input type="text"/>
Doors / Hardware	<input type="text"/>	<input type="text"/>

Exterior / Additional Items

Item	Move-In Condition / Notes	Move-Out Condition / Notes
Laundry Area / Hookups	<input type="text"/>	<input type="text"/>
Water Heater	<input type="text"/>	<input type="text"/>
HVAC / Mini Split / Window Unit	<input type="text"/>	<input type="text"/>
Keys Received / Returned	<input type="text"/>	<input type="text"/>
Mail Key / Entry Fob	<input type="text"/>	<input type="text"/>
Parking / Exterior Area	<input type="text"/>	<input type="text"/>
Trash / Recycling Area	<input type="text"/>	<input type="text"/>
Other Notes	<input type="text"/>	<input type="text"/>

Signatures

Resident Signature

Date

Management Signature

Date

Residents may type into this form and return it by email.