

MOVE-IN CHECKLIST

This form needs to be turned into PMI Columbus / Carleton Realty Office within one week of moving in. Please make sure it is signed and dated by you and office personnel. This sheet will be used as a reference when you move out. All items must be noted or will be charged to you and/or your deposit upon move-out.

THIS FORM IS NOT A REPAIR REQUEST.

Today's Date: _____ Tenant Move In Date: _____

Tenant(s) : _____

Address: _____

Tenant Signature

Date

Office Personnel Signature

Date:

Foyer/Entry:

Living Room/Family Room:



PMI COLUMBUS



Dining Room:

Kitchen and Appliances:

All Other Appliances (Central A/C, Swamp Cooler, Etc.):

Stairway(s):

Hallway(s):

Office/Den/Loft Area:

Laundry Room/Storage Area(s):

Bedroom #1:

Bedroom #2:

Bedroom #3:

Bedroom #4:

Bedroom #5:

Basement & Sump Pump:

Bathroom #1:

Bathroom #2:

Bathroom #3:

Garage/ Yard:

Furnace/AC Filter: (Size, Last Replacement Date, and Next Replacement Date)
