

MOVE IN/MOVE OUT INSPECTION REPORT



Tenant Name – Project Location _____

Date _____

Alisha Sandella - Manager
Owner's Representative/Title

Amount Due on Account _____

Tenant Representative/Title _____

Last Day of Occupancy _____

Forwarding Security Deposit Address _____

Forwarding Telephone Number _____

No Yes
Keys Surrendered?

Floor Plan Original Condition Available Yes No

Floor Plan Attached Yes No

Photos Taken - Yes No

Final Inspection - Yes No

ITEM	DESCRIPTION	RESPONSIBILITY		COMMENTS
		TENANT	OWNER	
	SITWORK/GENERAL	TENANT	OWNER	
1	Remove Signage and install "Space Available"	✓	✓	Tenant to remove all its signage and vinyl from windows/doors; LL installs "Space Available" sign
2	Re-key to Vacancy Master		✓	
3	Fire Extinguishers	✓		
4	Antenna	✓		
5	Hazardous Waste noted or suspected?		✓	If so, Tenant is responsible to remove per the City code/requirements
6	Does Suite Conform to ADA?		✓	
7	Were Additions made by Tenant? (Tenant to Submit Proof of Permit)	✓		Tenant is responsible for removal of any fixtures added during lease term unless otherwise stated by Landlord
8	List Items to be Removed by Landlord that Tenant has Discarded.	✓		Tenant is responsible for the cost to remove any items
9	Wash Windows, Sanitize Rest Rooms	✓		

	SITework/GENERAL (continued)	TENANT	OWNER	
10	Ensure Utilities are on and in Owner's Name		✓	Gas ___ Electric ___ Water ___
11	Landscape Quality		✓	
12	Areas where Current or Previous Moisture Intrusion has Occurred	✓		
13	Microbial Growth Observed (Where?)	✓		
14	Miscellaneous/Other			
	OFFICE AREA	TENANT	OWNER	
1	Millwork/Cabinets	✓		
2	Doors - Entrance Interior	✓		
3	Storefront	✓		
4	Hardware	✓		
5	Glazing	✓		Tinting ___ Remove labels ___ Replace Glass___
6	Misc. Doors/Windows	✓		
7	Drywall (Walls, Ceilings)	✓		
8	Acoustical Ceiling	✓		Notice any staining ___ Replace Tile ___ Repair Grid ___ Clean ___ Paint___
9	Special Ceilings	✓		
10	Resilient Flooring & Base	✓		
11	Carpet	✓		
12	Painting	✓		
13	Special Finishes	✓		
14	Window Treatment	✓		Replace ___ Clean ___ Repair ___
15	Fire Protection	✓		
16	HVAC/Controls	✓		
17	Electrical	✓		Replace: Lenses ___ Fixtures ___ Bulbs ___ Strike Plates & Devices ___ Remove exposed wires___
18	Security	✓		Existing equipment to remain ___ Be removed ___
19	Telephone	✓		
20	Miscellaneous/Other			Tenant must broom sweep entire area

	REST ROOMS AND KITCHENS	TENANT	OWNER	
1	Millwork/Cabinets	✓		
2	Caulking & Sealing	✓		
3	Doors	✓		
4	Hardware	✓		
5	Mirrors	✓		
6	Drywall (Walls, Ceilings)	✓		
7	Acoustical Ceiling	✓		
8	Resilient Flooring & Base	✓		
9	Misc. Floor Treatment	✓		
10	Painting	✓		
11	Special Finishes	✓		
12	Toilet Compartments	✓		
13	Louvers and Vents	✓		
14	Toilet Accessories	✓		
15	Residential Equipment			
16	Plumbing: Hot water Heater Sink/Lavatory Fixtures Water Closet Water Damage	✓		
17	Exhaust Fan	✓		
18	Miscellaneous/Other			
	WAREHOUSE	TENANT	OWNER	
1	Concrete Floor	✓		
2	Concrete Walls	✓		
3	Structural System		✓	
4	Roof Insulation/Foil		✓	
5	Fire Proofing		✓	
6	Lighting	✓		
7	Doors and Hardware	✓		
8	Overhead Door and Frame	✓		

	WAREHOUSE (continued)	TENANT	OWNER	
9	Drywall	✓		
10	Painting	✓		
11	Louvers and Vents	✓		
12	Dock Equipment	✓		
13	Misc. Equipment	✓		
14	Lifts	✓		
15	Electrical	✓		
16	Mezzanine	✓		N/A
17	Miscellaneous/Other			

REMARKS:

Tenant: Please remember to file a change of address with post office.

As Tenant's Authorized Representative, I have personally witnessed the above damages to the Premises and hereby agree that the above items listed as Tenant's responsibility will be corrected by Tenant within (5) working days or to immediately pay for their full correction upon receipt of a cost estimate from Landlord's contractor should the security deposit on hand be insufficient.

Agreed by: _____ Date: _____

Report by: _____ Date: _____