

DATE \_\_\_\_\_ PROPERTY NAME / NUMBER Winston Apartments 568

RESIDENT NAME(S) \_\_\_\_\_

UNIT NUMBER \_\_\_\_\_ STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

# OF BEDROOMS \_\_\_\_\_ # OF BATHROOMS \_\_\_\_\_

**Circle one item on each line. A = Acceptable \* = Issue noted on page 2 NA = Not applicable**

LIVING ROOM / ENTRY			MASTER BEDROOM			MASTER BATHROOM		
	IN	OUT		IN	OUT		IN	OUT
1. WALLS / CEILINGS	A * NA	A * NA	31. WALLS / CEILINGS	A * NA	A * NA	58. WALLS / CEILINGS	A * NA	A * NA
2. FLOORING	A * NA	A * NA	32. FLOORING	A * NA	A * NA	59. FLOORING	A * NA	A * NA
3. DOORS / KNOBS / LOCKS	A * NA	A * NA	33. DOORS / KNOBS / LOCKS	A * NA	A * NA	60. DOORS / KNOBS / LOCKS	A * NA	A * NA
4. SLIDING DOOR	A * NA	A * NA	34. WINDOWS / SCREENS / COVERINGS	A * NA	A * NA	61. WINDOWS / SCREENS / COVERINGS	A * NA	A * NA
5. WINDOWS / SCREENS / COVERINGS	A * NA	A * NA	35. LIGHT FIXTURES / BULBS	A * NA	A * NA	62. LIGHT FIXTURES / BULBS	A * NA	A * NA
6. LIGHT FIXTURES / BULBS	A * NA	A * NA	36. ELECTRIC OUTLETS / SWITCHES	A * NA	A * NA	63. ELECTRIC OUTLETS / SWITCHES	A * NA	A * NA
7. ELECTRIC OUTLETS / SWITCHES	A * NA	A * NA	37. SINK / VANITY	A * NA	A * NA	64. COUNTERTOPS	A * NA	A * NA
8. FIREPLACE	A * NA	A * NA	38. OTHER	A * NA	A * NA	65. SINK / FAUCET / VANITY / MIRROR	A * NA	A * NA
9. OTHER	A * NA	A * NA				66. TOILET	A * NA	A * NA
KITCHEN / DINING ROOM			BEDROOM 2			BATHROOM 2		
	IN	OUT		IN	OUT		IN	OUT
10. WALLS / CEILINGS	A * NA	A * NA	39. WALLS / CEILINGS	A * NA	A * NA	71. WALLS / CEILINGS	A * NA	A * NA
11. FLOORING	A * NA	A * NA	40. FLOORING	A * NA	A * NA	72. FLOORING	A * NA	A * NA
12. SLIDING DOOR	A * NA	A * NA	41. DOORS / KNOBS / LOCKS	A * NA	A * NA	73. DOORS / KNOBS / LOCKS	A * NA	A * NA
13. WINDOWS / SCREENS / COVERINGS	A * NA	A * NA	42. WINDOWS / SCREENS / COVERINGS	A * NA	A * NA	74. WINDOWS / SCREENS / COVERINGS	A * NA	A * NA
14. LIGHT FIXTURES / BULBS	A * NA	A * NA	43. LIGHT FIXTURES / BULBS	A * NA	A * NA	75. LIGHT FIXTURES / BULBS	A * NA	A * NA
15. ELECTRIC OUTLETS / SWITCHES	A * NA	A * NA	44. ELECTRIC OUTLETS / SWITCHES	A * NA	A * NA	76. ELECTRIC OUTLETS / SWITCHES	A * NA	A * NA
16. CABINETS	A * NA	A * NA	45. OTHER	A * NA	A * NA	77. COUNTERTOPS	A * NA	A * NA
17. COUNTERTOPS	A * NA	A * NA				78. SINK / FAUCET / VANITY / MIRROR	A * NA	A * NA
18. SINK / FAUCET / DISPOSAL	A * NA	A * NA	BEDROOM 3			79. TOILET	A * NA	A * NA
19. RANGE / STOVE / HOOD / FAN	A * NA	A * NA		IN	OUT	80. SHOWER / TUB / SURROUND	A * NA	A * NA
20. REFRIGERATOR	A * NA	A * NA	46. WALLS / CEILINGS	A * NA	A * NA	81. TOWEL BARS / SHOWER ROD	A * NA	A * NA
21. DISHWASHER	A * NA	A * NA	47. FLOORING	A * NA	A * NA	82. FAN	A * NA	A * NA
22. MICROWAVE	A * NA	A * NA	48. DOORS / KNOBS / LOCKS	A * NA	A * NA	83. OTHER	A * NA	A * NA
23. OTHER	A * NA	A * NA	49. WINDOWS / SCREENS / COVERINGS	A * NA	A * NA	KEYS		
			50. LIGHT FIXTURES / BULBS	A * NA	A * NA	84. # OF HOUSE KEYS	_____	_____
			51. ELECTRIC OUTLETS / SWITCHES	A * NA	A * NA	85. # OF MAILBOX KEYS	_____	_____
			52. OTHER	A * NA	A * NA	86. # OF FACILITIES KEYS	_____	_____
			ESSENTIAL SERVICES			87. # OF KEY CARDS	_____	_____
				IN	OUT	88. # OF _____	_____	_____
			53. PLUMBING	A * NA	A * NA			
			54. HEATING	A * NA	A * NA			
			55. ELECTRICITY	A * NA	A * NA			
			56. WATER HEATER	A * NA	A * NA			
			57. GAS	A * NA	A * NA			

Any appliances or other items, such as dishwasher, microwave, window coverings, etc., on the Premises at time of move-in, or later installed by Owner/Agent, are property of Owner/Agent and shall remain on the Premises upon move-out.

The smoke alarm(s) has been tested and works to my satisfaction. I have received instructions on the proper use of the smoke alarm(s). The carbon monoxide alarm(s), if present, has been tested and works to my satisfaction. I have received instructions on the proper use of the carbon monoxide alarm(s).

X \_\_\_\_\_ DATE \_\_\_\_\_ X \_\_\_\_\_ DATE \_\_\_\_\_  
RESIDENT RESIDENT

X \_\_\_\_\_ DATE \_\_\_\_\_ X \_\_\_\_\_ DATE \_\_\_\_\_  
RESIDENT RESIDENT

MOVE-IN INSPECTION

**INSTRUCTIONS TO RESIDENT:** At the time of move-out you will be held liable for any unusual wear and tear and damage unless it has been listed in this section. Please carefully inspect the condition of the unit. You may supplement any information on this form for up to 5 days after move-in by contacting Owner/Agent.

\*List item numbers where the "\*" issue noted on page 1 is circled:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(HUD Units: The unit is in decent, safe and sanitary condition. Any necessary cleaning or repairs will be completed by \_\_\_\_\_ (no more than 30 days after effective date of lease).)

I accept this unit in clean condition and good repair except as noted on page 1 and above.

X	_____	DATE	_____	X	_____	DATE	_____
	RESIDENT				RESIDENT		DATE
X	_____	DATE	_____	X	_____	DATE	_____
	RESIDENT				RESIDENT		DATE

Owner/Agent Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

X	_____	DATE	_____
	OWNER/AGENT		DATE

MOVE-OUT INSPECTION

**SUMMARY OF CONDITION AT MOVE-OUT.** \*List item numbers where the "\*" issue noted on page 1 is circled:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHOTOS INCLUDED (Not applicable for all move-outs.) Inspection completed by: \_\_\_\_\_

Owner/Agent does not waive its right to bill for additional damages not shown herein or costs which are finalized after the final accounting is sent.

I left the unit in the above condition. I agree that all personal property left at the Premises upon termination of the tenancy shall be considered abandoned and that Owner/Agent may sell or dispose of the personal property without complying with the provisions of O.R.S. 90.425.

X	_____	DATE	_____	X	_____	DATE	_____
	RESIDENT				RESIDENT		DATE
X	_____	DATE	_____	X	_____	DATE	_____
	RESIDENT				RESIDENT		DATE
				X	_____	DATE	_____
					OWNER/AGENT		DATE