

Move In Checklist

Taking the time to fill out your move in checklist is one of the most important steps to moving into your new home. This worksheet serves as the document that protects your security deposit and ensures that you will be refunded the full deposit amount that you are entitled too. Please take the time to thoroughly read the notes below and complete the worksheet on the back of this document. If you have any questions whatsoever please contact us right away.

- 1. Timeframe** This form must be completed with seven (7) days of your rental agreement start date and returned to: Friday Properties Management PO Box 3528 Duluth, MN 55803 or emailed to: info@fridayproperties.net
- 2. Work Orders** It is important to note that no work orders are started from this form. This form is immediately filed in your record and not revisited until your move out. Therefore, if there is an item that needs repair and/or cleaning the work order must be given to Friday Properties Management by email.
- 3. Cleaning** In the event you are unsatisfied with the cleanliness of a specific item please contact our office immediately to remedy the situation. If you choose to clean the item yourself in an effort to get it done quicker, please understand that we will NOT allow those items to be left dirty when you vacate the unit.
- 4. Proof of Documentation** Please retain a copy of this form that has been signed by both parties as your receipt that the proper steps were taken to complete the move in check list. In the event that there is no record of your completed move in checklist form it is assumed that it was never completed in accordance with your rental agreement and you will be held fully responsible for all damage to the unit.
- 5. Notes** Please take the time and thoroughly complete this form. Document anything that appears to be damaged. Note items that you do not want to be responsible for upon your move out. Examples of items to look for are: discoloration of carpeting, cracked windows, ripped screens, damage to walls, unclean appliances, broken doors, and anything else that may be damaged in some way. This is not a comprehensive list; it is a sample to help get you started.

Move In Checklist

Tenant

Name(s): _____

Property Address:

_____ Unit: _____

Kitchen: _____

Living Room:

Dining Room:

Basement:

Bedroom #1 Location _____:

Bedroom#2 Location _____:

Bedroom #3 Location _____:

Bedroom #4 Location _____:

Bedroom #5 Location _____:

Bedroom #6 Location _____:

Bathroom #1 Location _____:

Bathroom #2 Location _____:

Exterior:

Other:

If additional space is needed, please attach additional pages.

Tenants:

Management: _____

Date: _____