



COLORADO APARTMENT ASSOCIATION



**MOVE-IN MOVE-OUT
INSPECTION AGREEMENT**

(Apartment Community) _____

(Resident Name) _____

(Address) _____

(Apt. No.) _____

(Date) _____

KITCHEN	Move In	Move Out	Cost
Stove—Outside			\$
Burners			
Drip Pan			
Vent			
Timer—Controls			
Oven Racks			
Broiler/Pan			
Ice Cube Trays			
Light			
Floors			
HOOD FILTER			
Fan-Light			
COUNTER AREA			
Counter Top			
Sink/Faucets			
Drains/Disposal			
DISHWASHER			
Outside—Controls			
Inside (All Parts)			
REFRIGERATOR			
Clean Outside/Under			
Inside (All Parts)			
CABINETS/DOORS			
Shelves/Drawers			
Under Sink			
PATIO/BALCONY			
Clean			
Seal Deck			
Repair			
MECHANICAL			
Hot Water Heater			
Furnace Unit			
Air-conditioner			
Air-conditioner Filter			
Air-conditioner Case			
T.V. Cable			
BEDROOM			
Floor Covering			
Walls & Covering			
Windows			
Screens			
Drapes			
Closet			
Other			
BEDROOM			
Floor Covering			
Walls & Covering			
Windows			
Screens			
Drapes			
Closet			
Other			

BEDROOM	Move In	Move Out	Cost
Floor Covering			\$
Walls & Covering			
Windows			
Screens			
Drapes			
Closet			
Other			
BATHROOM			
Windows			
Walls and Tile			
Floors			
Shelves			
Doors			
Mirror			
TUB & SHOWER			
Clean			
Shower Door/Runners			
FIXTURES			
Basin			
Drains			
Faucets			
Counter Tops			
Exhaust			
Bowl and Seal			
Towel Racks			
BATHROOM			
Windows			
Walls and Tile			
Floors			
Shelves			
Doors			
Mirror			
TUB & SHOWER			
Clean			
Shower Door/Runners			
FIXTURES			
Basin			
Drains			
Faucets			
Counter Tops			
Exhaust Fan			
Bowl and Seal			
Towel Racks			
LIVING ROOM			
Floor Covering			
Walls & Covering			
Windows			
Screens			
Drapes			
FIREPLACE			
Clean			
Hearth			
Stonework			
Screen			
TOTAL CHARGES for cleaning & minor maintenance			\$

I understand that all discrepancies other than those above will be the Resident's responsibility and will be deducted from the Security Deposit at the time of move out.

Signature of Manager/Owner _____

Date Move In _____

Resident Signature _____

Signature of Manager/Owner _____

Date Move Out _____

Resident Signature _____

DEPOSIT DISPOSITION

REQUIRED NOTICE GIVEN Date: _____

LEASE DATE From _____ to _____

BREACH OF CONTRACT _____

RENT COLLECTIONS:

Current Month (Collected) \$ _____

Current Month (Due) \$ _____

Previous Month (Due) \$ _____

APARTMENT RE-RENTED Date: _____

NEW RESIDENT PRORATE \$ _____

DEDUCTIONS FOR CLEANING & MINOR MAINTENANCE \$ _____

RENT FOR MONTH(S) OF _____ \$ _____

OTHER DEDUCTIONS: \$ _____

\$ _____

TOTAL DEDUCTIONS: \$ _____

SECURITY DEPOSIT ON HAND \$ _____

LESS TOTAL DEDUCTIONS \$ _____