

Date:	Address:
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STAIRS/LANDINGS	NOTES
Return Air Vent	
Banister/Handrails	
Baseboards / Trim	
Floor / Vinyl / Carpet	
Light Fixture / Light bulbs	
Outlets/Switches/Plates	
Smoke Detector/Battery	
Walls and Ceiling	
Window (Screen/coverings)	
Window (tracks/locks/sills)	

KITCHEN	NOTES
Baseboard Heater/Thermostat	
Baseboards / Trim	
Cabinet doors/hinges	
Cabinets (inside & out)	
Counter tops/back splash	
Dishwasher (inside & out)	
Dishwasher racks/silverware basket	
Door (inside & out)/hinges	
Door (locks, striker, doorstop)	
Drawers (faces/tracks)	
Drawers (inside & out)	
Faucet & plumbing underneath	
Floor / Vinyl / Carpet	
Floor/Ceiling Vents	
Garbage Disposal/Cover	
Light Fixture / Light bulbs	
Microwave/bulb	
Outlets/Switches/GFI/Plates	
Oven (inside & out & underneath)	
Oven Elements / racks	
Oven light bulb/storage drawer	
Phone/Cable Jack	
Refrigerator Light bulb	
Refrigerator/Freezer (inside/out)	
Pantry/Shelving	
Sink/Strainer/Sprayer	
Smoke Detector/Battery	
Stove Hood/Fan/Filter/Bulb	
Stove Top Drip Pans/Elements	
Walls & Ceiling	
Window (Screen/coverings)	
Window (tracks/locks/sills)	
Paper Towel Holder	

Bedroom #1	NOTES
Baseboard Heater/Thermostat	
Baseboards / Trim	
Cabinet doors/hinges	
Cabinets (inside & out)	
Ceiling Fan/ Light Bulb	
Closet/closet door(s)	
Door (inside & out)/hinges	
Door (locks, striker, doorstop)	
Floor / Vinyl / Carpet	
Floor/Ceiling Vents	
Light Fixture / Light bulbs	
Outlets/Switches/Plates	
Patio Blinds/Drapes	
Patio Slider & Patio Screen	
Phone/Cable Jack	
Shelving	
Smoke Detector/Battery	
Walls & Ceiling	
Window (Screen/coverings)	
Window (tracks/locks/sills)	
Exterior Light/Light Bulb	

DINING ROOM	NOTES
Baseboard Heater/Thermostat	
Baseboards / Trim	
Cabinet doors/hinges	
Cabinets (inside & out)	
Door (inside & out)/hinges	
Door (locks, striker, doorstop)	
Drawers (faces/tracks)	
Drawers (inside & out)	
Floor / Vinyl / Carpet	
Floor/Ceiling Vents	
Light Fixture / Light bulbs	
Outlets/Switches/Plates	
Phone/Cable Jack	
Pantry/Shelving	
Smoke Detector/Battery	
Walls & Ceiling	
Window (Screen/coverings)	
Window (tracks/locks/sills)	
Walls & Ceiling	
Exterior Light/Light Bulb	
Patio Slider & Patio Screen	
Patio Blinds/Drapes	

BONUS/FAMILY ROOM	NOTES
Baseboard Heater/Thermostat	
Baseboards / Trim	
Cabinet doors/hinges	
Cabinets (inside & out)	
Ceiling Fan/ Light Bulb	
Closet/closet door(s)	
Door (inside & out)/hinges	
Door (locks, striker, doorstop)	
Floor / Vinyl / Carpet	
Floor/Ceiling Vents	
Light Fixture / Light bulbs	
Outlets/Switches/Plates	
Patio Blinds/Drapes	
Patio Slider & Patio Screen	
Phone/Cable Jack	
Return Air Vent	
Shelving	
Smoke Detector/Battery	
Walls & Ceiling	
Window (Screen/coverings)	
Window (tracks/locks/sills)	

Bedroom #2	NOTES
Baseboard Heater/Thermostat	
Baseboards / Trim	
Cabinet doors/hinges	
Cabinets (inside & out)	
Ceiling Fan/ Light Bulb	
Closet/closet door(s)	
Door (inside & out)/hinges	
Door (locks, striker, doorstop)	
Floor / Vinyl / Carpet	
Floor/Ceiling Vents	
Light Fixture / Light bulbs	
Outlets/Switches/Plates	
Patio Blinds/Drapes	
Patio Slider & Patio Screen	
Phone/Cable Jack	
Shelving	
Smoke Detector/Battery	
Walls & Ceiling	
Window (Screen/coverings)	
Window (tracks/locks/sills)	
Exterior Light/Light Bulb	

Date:	Address:
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Bedroom #3	NOTES
Baseboard Heater/Thermostat	
Baseboards / Trim	
Cabinet doors/hinges	
Cabinets (inside & out)	
Ceiling Fan/ Light Bulb	
Closet/closet door(s)	
Door (inside & out)/hinges	
Door (locks, striker, doorstop)	
Floor / Vinyl / Carpet	
Floor/Ceiling Vents	
Light Fixture / Light bulbs	
Outlets/Switches/Plates	
Patio Blinds/Drapes	
Patio Slider & Patio Screen	
Phone/Cable Jack	
Shelving	
Smoke Detector/Battery	
Walls & Ceiling	
Window (Screen/coverings)	
Window (tracks/locks/sills)	
Exterior Light/Light Bulb	

Bedroom #4	NOTES
Baseboard Heater/Thermostat	
Baseboards / Trim	
Cabinet doors/hinges	
Cabinets (inside & out)	
Ceiling Fan/ Light Bulb	
Closet/closet door(s)	
Door (inside & out)/hinges	
Door (locks, striker, doorstop)	
Floor / Vinyl / Carpet	
Floor/Ceiling Vents	
Light Fixture / Light bulbs	
Outlets/Switches/Plates	
Patio Blinds/Drapes	
Patio Slider & Patio Screen	
Phone/Cable Jack	
Shelving	
Smoke Detector/Battery	
Walls & Ceiling	
Window (Screen/coverings)	
Window (tracks/locks/sills)	
Exterior Light/Light Bulb	

Bedroom #5	NOTES
Baseboard Heater/Thermostat	
Baseboards / Trim	
Cabinet doors/hinges	
Cabinets (inside & out)	
Ceiling Fan/ Light Bulb	
Closet/closet door(s)	
Door (inside & out)/hinges	
Door (locks, striker, doorstop)	
Floor / Vinyl / Carpet	
Floor/Ceiling Vents	
Light Fixture / Light bulbs	
Outlets/Switches/Plates	
Patio Blinds/Drapes	
Patio Slider & Patio Screen	
Phone/Cable Jack	
Shelving	
Smoke Detector/Battery	
Walls & Ceiling	
Window (Screen/coverings)	
Window (tracks/locks/sills)	
Exterior Light/Light Bulb	

Bath #1	NOTES
Baseboard Heater/Thermostat	
Baseboards / Trim	
Bath/Tub/Shower	
Cabinet doors/hinges	
Cabinets (inside & out)	
Closet/Closet Doors	
Counter tops/back splash	
Door (inside & out)/hinges	
Door (locks, striker, doorstop)	
Drain & Drain Stop	
Drawers (faces/tracks)	
Drawers (inside & out)	
Exhaust fan	
Faucet & plumbing underneath	
Floor / Vinyl / Carpet	
Floor/Ceiling Vents	
Light Fixture / Light bulbs	
Medicine cabinet/Mirror	
Outlets/Switches/GFI/Plates	
Shelving	
Shower Door/Curtain Rod	
Shower Head & valves	
Sink & stopper	
Toilet, tank, flapper, & fill valve	
Towel Ring/Towel Bar/TP Holder	
Tub Spout/Diverter	
Vanity Light Bulbs	
Walls & Ceiling	
Window (Screen/coverings)	
Window (tracks/locks/sills)	

Bath #2	NOTES
Baseboard Heater/Thermostat	
Baseboards / Trim	
Bath/Tub/Shower	
Cabinet doors/hinges	
Cabinets (inside & out)	
Closet/Closet Doors	
Counter tops/back splash	
Door (inside & out)/hinges	
Door (locks, striker, doorstop)	
Drain & Drain Stop	
Drawers (faces/tracks)	
Drawers (inside & out)	
Exhaust fan	
Faucet & plumbing underneath	
Floor / Vinyl / Carpet	
Floor/Ceiling Vents	
Light Fixture / Light bulbs	
Medicine cabinet/Mirror	
Outlets/Switches/GFI/Plates	
Shelving	
Shower Door/Curtain Rod	
Shower Head & valves	
Sink & stopper	
Toilet, tank, flapper, & fill valve	
Towel Ring/Towel Bar/TP Holder	
Tub Spout/Diverter	
Vanity Light Bulbs	
Walls & Ceiling	
Window (Screen/coverings)	
Window (tracks/locks/sills)	

KEYS	NOTES
All keys to apartment	
Garage door keys	
Garage Remotes	
Laundry Room Keys	
Mail Box key	
Pool Key	
Storage door key	

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Bath #3	NOTES
Baseboard Heater/Thermostat	
Baseboards / Trim	
Bath/Tub/Shower	
Cabinet doors/hinges	
Cabinets (inside & out)	
Closet/Closet Doors	
Counter Tops/Back Splash	
Door (inside & out)/hinges	
Door (locks, striker, doorstop)	
Drain & Drain Stop	
Drawers (faces/tracks)	
Drawers (inside & out)	
Exhaust fan	
Faucet & plumbing underneath	
Floor / Vinyl / Carpet	
Floor/Ceiling Vents	
Light Fixture / Light bulbs	
Medicine Cabinet/Mirror	
Outlets/Swiches/GFI/Plates	
Shelving	
Shower Door/Curtain Rod	
Shower Head & Valves	
Sink & stopper	
Toilet, tank, flapper, & fill valve	
Towel Ring/Towel Bar/TP Holder	
Tub Spout/Diverter	
Vanity Light Bulbs	
Walls & Ceiling	
Window (Screen/coverings)	
Window (tracks/locks/sills)	

STORAGE/GARAGE	NOTES
Baseboard Heater/Thermostat	
Baseboards / Trim	
Cabinet doors/hinges	
Cabinets (inside & out)	
Carport	
Door (inside & out)/hinges	
Door (locks, striker, doorstop)	
Floor / Vinyl / Carpet	
Light Fixture / Light bulbs	
Outlets/Switches/GFI/Plates	
Overhead door.opener/lock	
Shelving	
Threshold & weather stripping	
Walls & Ceiling	
Window (Screen/coverings)	
Window (tracks/locks/sills)	

EXTERIOR	NOTES
All doors	
Driveway (grease free)	
Front door light fixture/bulb	
Gutters/Roof	
Mailbox	
Outlets/covers	
Patio light fixture/bulb	
Patio/Balcony (clean & swept)	
Pool/Spa	
Siding/Trim/soffitt	

CLEANING TIPS

1. Clean from room to room
2. Start high and work your way down. Clean the ceiling, then light fixtures, then windows and blinds, then walls, and the floors last.
3. Use Pledge or Old English Polish, on wood cabinets after you have cleaned them with pine-sol/water solution.
4. Vacuum out drawers and cabinets first, then use pine-sol/water solution to clean them out.
5. Wash metal floor vents in dishwasher first, then use pine-sol/water solution to wipe them down.
6. Use a dry toothbrush to clean switches, outlets, phone & cable jack crevices.
7. Use Pine-Sol with warm water to wash down 90% of the interior.
8. Use soft-scrub and a tooth brush to clean around faucet handles.
9. Use soft-scrub to clean bath fixtures and showers, then buff with a dry towel or glass cleaner to get streak free mirror finish on chrome.
10. Use Pumas stone to remove hard water stains in toilets.
11. Vacuum window and patio door tracks, then use solution with tooth brush to clean well.
12. Vacuum Carpets and treat stains.
13. Use self clean feature of oven first. Then use oven cleaner . After applying the oven clean, set the oven temp to warm to expedite the drying of the oven cleaner solution. Then use dry towel to remove the residue from the oven cleaner. This may take several attempts.
14. Use degreaser and scrub brush to remove oil from driveway, garage, or storage.
15. Refrigerator rolls out to clean underneath and behind.
16. Stove drawer pulls out to clean underneath.
17. Goo-Gone works well to remove gum and stickers.

Tenant Signature

Move -Out date:

Move-Out Inspector (FRPM Rep)
