



# Move-in/Move-out Itemized Statement

2040 Bancroft Way, Suite 301 • Berkeley, CA. 94704 Tel 510.900.5200 | Fax 510.883.1354  
 www.squareonemanagement.com

Resident Name(s)	Move in Inspection by/Date	Initial Inspection by/Date	Final Inspection by/Date
Address/Apt. #	City	State	Zip
			Move out Date

The condition of these premises is clean, undamaged, in good working order and adequate for customary use unless otherwise noted hereon. Use codes and comments to describe exceptions. Cross out items not applicable.

**CODES:** NCC - Needs complete cleaning • REP - Replace • SC - Needs spot cleaning • SP - Needs spot painting • RPR - Needs repair • PT - Needs painting • SCR - Scratched • CLN - Clean • NEW - New

Kitchen	Move-in Inspection	Initial Inspection (Pre-Move-Out Option)	Final Inspection (After Move-Out)
Ceiling			
Doors			
Walls			
Floors			
Hood/Filter			
Fan/Light			
Microwave			
Counter top			
Sink/Faucets			
Drains/Disposal			
Cabinet/Doors			
Shelves/Drawers			
Under sink			
Windows			
Screens			
Window coverings			
Electric fixtures			
Light bulbs			

Stove/Oven	Move-in Inspection	Initial Inspection (Pre-Move-Out Option)	Final Inspection (After Move-Out)
Stove Outside			
Burners			
Drip pans			
Vent			
Timer/Controls			
Oven surfaces			
Oven racks			
Broiler pan			
Light			

Refrigerator	Move-in Inspection	Initial Inspection (Pre-Move-Out Option)	Final Inspection (After Move-Out)
Inside (all parts)			
Outside			

Dishwasher	Move-in Inspection	Initial Inspection (Pre-Move-Out Option)	Final Inspection (After Move-Out)
Outside/Controls			
Inside (all parts)			



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Dining Room	Move-in Inspection	Initial Inspection (Pre-Move-Out Option)	Final Inspection (After Move-Out)
Walls			
Ceiling			
Window coverings			
Shades			
Closet			
Doors			
Floor			
Windows			
Screens			
Electric fixtures			
Light bulbs			

Living Room	Move-in Inspection	Initial Inspection (Pre-Move-Out Option)	Final Inspection (After Move-Out)
Walls			
Ceiling			
Doors			
Windows			
Screens			
Window coverings			
Floor			
Closet			
Electric fixtures			
Light bulbs			
Fireplace			

1st Bedroom	Move-in Inspection	Initial Inspection (Pre-Move-Out Option)	Final Inspection (After Move-Out)
Walls			
Ceiling			
Windows			
Screens			
Window coverings			
Doors			
Closet			
Floor			
Electric fixtures			
Light bulbs			

2nd Bedroom	Move-in Inspection	Initial Inspection (Pre-Move-Out Option)	Final Inspection (After Move-Out)
Walls			
Ceiling			
Windows			
Screens			
Window coverings			
Doors			
Closet			
Floor			
Electric fixtures			
Light bulbs			



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3rd Bedroom	Move-in Inspection	Initial Inspection (Pre-Move-Out Option)	Final Inspection (After Move-Out)
Walls			
Ceiling			
Windows			
Screens			
Window coverings			
Doors			
Closet			
Floor			
Electric fixtures			
Light bulbs			

Other Room	Move-in Inspection	Initial Inspection (Pre-Move-Out Option)	Final Inspection (After Move-Out)
Walls			
Ceiling			
Closet/Cabinets			
Windows			
Window coverings			
Screen			
Floor			
Doors			
Electric fixtures			
Light bulbs			

1st Bath	Move-in Inspection	Initial Inspection (Pre-Move-Out Option)	Final Inspection (After Move-Out)
Ceiling			
Walls/Tile			
Floors			
Cabinets			
Shelves			
Doors			
Mirror			
Tub/Shower			
Caulking			
Shower Door/Tracks			
Basin			
Drains			
Faucets			
Counter tops			
Exhaust fan			
Bowl/Seat			
Towel racks			
Window			
Screen			
Electric fixtures			
Light bulbs			