



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

Stove Outside			
Burners			
Drip pans			
Vent			
Timer/Controls			
Oven surfaces			
Oven racks			
Broiler pan			
Light			

Refrigerator

Inside (all parts)			
Outside			

Dishwasher

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

Walls			
Ceiling			
Doors			
Windows			
Screens			
Window coverings			
Floor			
Closet			
Electric fixtures			
Light bulbs			
Fireplace			

1st Bedroom

Walls			
Ceiling			
Windows			
Screens			
Window coverings			
Doors			
Closet			
Floor			
Electric fixtures			
Light bulbs			

2nd Bedroom

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			



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2nd 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			

Systems

Smoke detectors			
Carb Mono Detect			
Furnace/Thermostat			
Air Conditioning			
Water Heater			
Water Softener			

Laundry Room

Washer/Dryer			
Hookups			
Light fixtures			
Window/Coverings			
Floor			
Door			
Other			

Front Porch

Electric fixtures			
Light bulbs			

Back Porch

Electric fixtures			
Light bulbs			



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Garage/Carport	Move-in Inspection	Initial Inspection (Pre-Move-Out Option)	Final Inspection (After Move-Out)
Electric fixtures			
Light bulbs			
Remote/Opener			
Floor			
Walls			
Garage door			

Yard

Landscaping			
Sprinklers			
Fences/Gates			
Other			

Number of Keys

Door			
Laundry Room			
Mailbox			
Other			

According to state law:

Any security shall be held by the landlord for the tenant who is party to the lease or agreement. The claim of a tenant to the security shall be prior to the claim of any creditor for the landlord. (Civil Code Section 1950.5(d)). According to Civil Code Section 1950.5(b), the security deposit may be used by the owner for any purpose, including, but not limited to, any of the following:

- (1) The compensation of a landlord for a tenant's default in the payment rent.
- (2) The repair of damages to the premises, exclusive of ordinary wear and tear, caused by the tenant or by a guest or licensee of the tenant.
- (3) The cleaning of the premises upon termination of the tenancy necessary to return the unit to the same level of cleanliness it was in at the inception of the tenancy. The amendments to this paragraph enacted by the act adding this sentence shall apply only to tenancies for which the tenant's right to occupy begins after January 1, 2003. (Amendment underlined)
- (4) To remedy future defaults by the tenant in any obligation under this rental agreement to restore, replace, or return personal property or appurtenances, exclusive of ordinary wear and tear, if the security deposit is authorized to be applied thereto by the rental agreement.

From the time of the initial inspection until the termination of the tenancy, the tenant may remedy the deficiencies identified in the initial inspection, in a manner consistent with the rights and obligations of the parties under the rental agreement, in order to avoid deductions from the security deposit.

The law allows the Owner/Agent to use the security deposit for legal deductions itemized in this statement that are not corrected by the Resident prior to the termination of the tenancy or that were not identified due to the presence of the Residents' possessions during the time of the initial inspection. It also allows Owner/Agent to use the security deposit to correct any damages that occur to the unit/property between the time of the initial inspection and the termination of the tenancy.

An itemized statement will be sent to you within 21 calendar days after the Owner/Agent has regained possession of the premises.

Move-In Inspection:

Owner/Agent

Resident _____ Date _____

Move-in Inspection _____ Date _____

Resident _____ Date _____

Initial Pre-move-out Inspection _____ Date _____

Resident _____ Date _____

Post Move-out Inspection _____ Date _____

Resident _____ Date _____