

**NOTE: This is NOT a repair list.**

(It is for the evaluation of your security deposit.)

Miloff Aubuchon Realty Group, Inc.  
Telephone: 239-541-3735

Lease Start Date		Lease End Date	
Name of Landlord or Property Manager		Tenant Phone Number	
Address of Rental Property		Forwarding Address:	
City, State, Zip		Move out Phone Number:	

**MOVE-IN EVALUATION****MOVE-OUT EVALUATION**

Move-in Date		Move Out Date	
Inspected by		Inspected by	
Inspection Date		Inspection Date	
Summary Rating 1 lowest 4 highest	<input type="checkbox"/> 1	<input type="checkbox"/> 3	
	<input type="checkbox"/> 2	<input type="checkbox"/> 4	
<b>Master Bathroom</b>			
Tile/Flooring			
Tub/Shower/Shower Door			
Faucets/Sinks			
Other			
<b>Bathroom 2</b>			
Tile/Flooring			
Tub/Shower Door			
Faucets/Sinks			
Other			
<b>Bathroom 3</b>			
Tile/Flooring			
Tub/Shower Door			
Faucets/Sinks			
Other			
Comments:			

<b>Master Bedroom</b>			
Walls			
Ceiling			
Windows/Blinds/Fixtures			
Carpet/Floors/Tile			
Electrical/Fan, etc.			
<b>Bedroom 2</b>			
Walls			
Ceiling			
Windows/Blinds/Fixtures			
Carpet/Floors/Tile			
Electrical/Fan, etc.			
<b>Bedroom 3</b>			
Walls			
Ceiling			
Windows/Blinds/Fixtures			
Carpet/Floors/Tile			
Electrical/Fan, etc.			
<b>Bedroom 4</b>			
Walls			
Ceiling			
Windows/Blinds/Fixtures			
Carpet/Floors/Tile			
Electrical/Fan, etc.			

<b>Kitchen</b>			
Walls			
Ceiling			
Windows/Blinds, etc			
Carpet/Floors			
Refrigerator/Ice Maker			
Stove/Oven			
Microwave Oven			
Dishwasher			
Compactor			
Disposal			
Counter Tops			
Sink/Faucet			
Cabinets			
Other			
Other			
Other			
<b>Family/Great Room</b>			
Walls			
Ceilings			
Carpet/Floors/Tile			
<b>Living Room</b>			
Walls			
Ceilings			

Carpet/Floors/Tile			
<b>Den/Study</b>			
Walls			
Ceilings			
Carpet/Floors/Tile			
<b>Garage/Carport/Storage</b>			
Walls			
Floors/Driveway			
Ceilings			
Garage Door			
Garage Door Opener Controls 1 2 3			
<b>Exterior</b>			
Lanai/Porch/Deck clean			
Exterior Light/Fan Fixtures			
Exterior of Structure			
Lawn Condition			
Landscape Condition			
Sprinkling System Operating			
<b>Other Items</b>			
Air Conditioning/Heating Filter Clean YES - NO			
Lawn/Ground Covering			
Screens & Windows			
Doors/Locks			
Swimming Pool/Spa			

Other			
Home Keys Issued	1 2	Home Keys Returned	1 2
Mail Keys Issued	1 2	Mail Keys Returned	1 2

***Move-In/Commencement:***

*This form must be completed & returned to our office within 7 days of move-in date or you may be charged with damages not incurred by your party upon your vacancy.*

**Tenant's Signature** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Tenant's Signature** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Tenant's Signature** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Local Phone Number:** \_\_\_\_\_

**Mobile Phone Number:** \_\_\_\_\_

**Emergency Number** (not living at this residence): \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Property Manager/Agent Inspector:** \_\_\_\_\_  
for Miloff Aubuchon Realty Group, Inc.

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Please note that move out evaluations will be performed by the property manager *after* you vacate the property completely and have turned in all of your keys, remotes, and access devices. Move out evaluations will be performed by Miloff Aubuchon Realty Group, Inc. alone, and unaccompanied.

**Attention:****HVAC Air Filters****Your air conditioning filter(s) should be changed ONCE-A-MONTH!**

Proper air flow of your air conditioning system is crucial to the efficient operation of your heating and cooling system. Many times, especially during hot weather we receive service calls that that an A/C system is not cooling. In most of these cases the problem is due to a plugged air filter, which causes the cooling unit to “ice up”. In effect, the cooling portion of the a/c system becomes a block of ice which can permanently damage the unit and not produce cool air. It is very easy for our service technicians to determine whether or not the filters are changed regularly. If we must dispatch service personnel to your residence and it is determined to be negligence in changing the filters, you will be billed for the service call and any damage that is incurred. Also of note: if your filter becomes restricted with dirt and dust, your system must excessively work to cool or heat your home resulting in higher electricity consumption. The bottom line: clean filters save electricity.

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**Vertical Blind Care****“Open before you open”**

Many of our rentals have vertical blinds. Vertical blinds are quite popular at sliding glass doors, but many also have them at windows. Please follow the directions below when operating the blinds. If you find that a vertical blind is not functioning properly when you move in, please note it on your move in checklist. If it is not noted on your checklist, you may be held liable for it at the end of your lease.

**IMPORTANT: On all traversing vertical blinds, louvers MUST BE IN FULL OPEN POSITION before traversing. On all corded blinds, ALWAYS USE BOTH HANDS WHEN PULLING CHAIN OR CORD, ONE HAND ON EACH STRAND. On all One Touch Control blinds (wand controlled), ALWAYS TRAVERSE BLIND OPEN BY PUSHING WITH THE WAND, ALWAYS CLOSE THE BLIND BY PULLING THE WAND.**

Occasional light vacuuming with a brush attachment should keep blinds clean. More severe soiling can be removed by using a soft cloth and a mild detergent and water solution.

If you require further explanation regarding proper operation of vertical blinds your property manager would be very happy to assist you.

## Welcome to Miloff Aubuchon Realty Group, Inc. and the Aubuchon Team of Companies.

As many of you have already experienced, our website is full of relevant information as it pertains to being part of our family of residents.

For our managed properties a welcome letter will be generated to your email address which will enable you to obtain access to the “Current Resident” section of our website. (Please let us know if you did not receive this welcome email and we will resend it to you.)

To gain access:

Your user name is the first initial of your first name and your full last name with no spacing. For multiple residents, user name will be the name of the first person named on your Lease. For example if your names are John Smith and Mary Smith your log in name will be: jsmith

Your temporary password is “palmtree”. Once you log into the system with the temporary password you will be taken to a screen that will direct you to change your password. Please do so. Don’t worry, there is a “forgot password” feature if you forget your password. Once in the system, you can review the information listed below:

- [My Account](#)
- [Resident Handbook](#)
- [Repair Request](#)
- [Move-In Checklist](#)
- [Helpful Phone List](#)
- [LBP Pamphlet](#)
- [Septic Brochure](#)
- [Sprinkler Times](#)
- [Move-Out Procedures](#)
- [Credit Card Authorization Form](#)
- [ACH Form](#)
- [Pet Application](#)
- [Ineligible Dog Breeds](#)

Please feel free to contact your leasing agent with any questions you may have.

Again, Welcome to the Aubuchon Team of Companies.





Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address of Property \_\_\_\_\_

By signing this form I acknowledge that I received the “Move-in Move-out Checklist Inventory” forms at the time of Lease signing. I furthermore understand that I must return it within 7 days of my move in date as stated on Page 5 of the “Move-in Move-out Checklist Inventory” or I may be held liable and may be charged with damages not incurred by my party upon vacancy. I further acknowledge that I have either received the Resident Handbook (for managed properties) in paper form at the time I am signing my Lease, or will log on to <http://rent.miloffaubuchonrealty.com/> and review/print my copy of the Resident Handbook.

Resident 1: \_\_\_\_\_

Resident 2: \_\_\_\_\_

Resident 3: \_\_\_\_\_

### **RECEIPT**

**Cut and provide this receipt to Resident(s) as proof of “Move-in Move-out Checklist Inventory” return.**

Receipt from Miloff Aubuchon Realty Group, Inc. Keep this receipt with your Lease documents.

The residents listed above have returned the move in checklist to Miloff Aubuchon Realty Group, Inc. on

\_\_\_\_/\_\_\_\_/\_\_\_\_.

Received by \_\_\_\_\_

Representative of Miloff Aubuchon Realty Group, Inc.



Address \_\_\_\_\_

**Repairs and Maintenance Department**

We do our best to prepare your new home prior to your occupancy, however if we miss something, please use this sheet for any repairs or maintenance issues that may need to be addressed. We appreciate your input in maintaining your property for you.

**Please use this separate sheet for repair and maintenance concerns, not your Move-in Inspection form.** Please enjoy your new residence for a while. During this period write down problems and concerns on this sheet then submit it to our maintenance staff. Any repairs and maintenance request items must be in writing. We prefer to send our service and repairmen one time to address your initial concerns. This saves our owners additional trip charges, as well as it saves you the inconvenience of being home to allow service personnel into your home. You must be at home and present when any repair vendors perform work on your leased property. Any emergency items will certainly be handled immediately.

If your property is "owner managed", you will need to contact your owner \_\_\_\_\_ at

Phone number: \_\_\_\_\_.

*\*If this is an owner-managed property, you must contact your Property Owner for any repairs and maintenance issues. Your Property Owner's name, address, and phone number are also stated on the first page of your Lease.*

Your Miloff Aubuchon Property Manager is: \_\_\_\_\_

**Your Repairs and Maintenance Coordinator is \_\_\_\_\_ \* at (239) 541-4000.**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

We sincerely hope you enjoy your new home in southwest Florida.

The Property Management Team at Miloff Aubuchon Realty Group, Inc.

