

Move-in Evaluation - to be completed and returned within 7 days.
NOTE: This is NOT a repair list. (This 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 Name(s)
Address of Rental Property	Tenant Phone #
City, State, Zip	Tenant Email

MOVE-IN EVALUATION	MOVE-OUT EVALUATION
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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	
Master Bathroom			
Tile/Flooring			
Tub/Shower/Shower Door			
Faucets/Sinks			
Other			
Bathroom 2			
Tile/Flooring			
Tub/Shower Door			
Faucets/Sinks			
Other			
Bathroom 3			
Tile/Flooring			
Tub/Shower Door			
Faucets/Sinks			
Other			
Comments:			

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

Kitchen			
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			
Family/Great Room			
Walls			
Ceilings			
Carpet/Floors/Tile			
Living Room			
Walls			
Ceilings			

Carpet/Floors/Tile			
Den/Study			
Walls			
Ceilings			
Carpet/Floors/Tile			
Garage/Carport/Storage			
Walls			
Floors/Driveway			
Ceilings			
Garage Door			
Garage Door Opener Controls 1 2 3			
Exterior			
Lanai/Porch/Deck clean			
Exterior Light/Fan Fixtures			
Exterior of Structure			
Lawn Condition			
Landscape Condition			
Sprinkling System Operating			
Other Items			
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.

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.



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.

New Resident Key Release

On ____/____/____ the following keys and access devices were provided to me for the property located at:

Unit #

FL

At Lease Signing

Left Inside Dwelling

Door Keys to home/unit: #_____

Mailbox Keys #_____

Lobby Keys: #_____

Common Element Keys: #_____

Pool Keys: #_____

Garage Door Openers: #_____ #_____

Gate Clickers/Openers: #_____ #_____

Club Cards (credit card swipe style): #_____ #_____

Key Fobs: #_____ #_____

Wrist Bands #_____ #_____

Entry / Access / Alarm Code: #_____

I acknowledge that the above number of keys / devices were provided to me at lease signing as designated above. I further acknowledge that certain entry items provided to me may be located in the unit and I/we will *immediately* notify Miloff Aubuchon Realty Group, Inc. if I / we are unable to locate the devices inside the dwelling. All keys/devices must be returned in person upon vacancy and none left in the unit. I agree to a minimum charge as designated in the lease for keys that must be created. If all other devices/openers are not returned at vacancy there will be a minimum charge of \$35.00 for each device not returned.

Signatures:

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: _____ for any repairs and maintenance items.

**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.

