



Move In Checklist

Taking the time to fill out your move in checklist is one of the most important steps to moving into your new home. This worksheet serves as the document that protects your security deposit and ensures that you will be refunded the full deposit amount that you are entitled too. Please take the time to thoroughly read the notes below and complete the worksheet on the back of this document. If you have any questions whatsoever please contact the ShipRock Management office right away.

1. **Timeframe** This form has to be completed with seven (7) days of your rental agreement start date and returned in person to ShipRock Management at 128 W. 1st St.
2. **Work Orders** It is important to note that no work orders are started from this form. This form is immediately filed in your record and not revisited until your move out. Therefore, if there is an item that needs repair and/or cleaning the work order must be verbally given to ShipRock Management.
3. **Pictures** We strongly recommend documenting the condition of your new home with pictures. Pictures often provide additional clarity on documented items and will further help to protect your security deposit. In the event that you document with pictures, all photos must be accompanied with this form. If photos are received after this check list, they will not be consider as valid evidence of the property as there is no way to accurately determine when the pictures were taken.
4. **Cleaning** In the event you are unsatisfied with the cleanliness of a specific item please contact our office immediately to remedy the situation. If you choose to clean the item yourself in an effort to get it done quicker, please understand that we cannot and will not pro rate any portion of the rent, pay you, or allow those items to be left dirty when you vacate the unit unless it is otherwise specifically noted in writing as part of this rental agreement.
5. **Proof of Documentation** Please retain a copy of this form that has been signed by both parties as your receipt that the proper steps were taken to complete the move in check list. In the event that there is no record of your completed move in checklist form it is assumed that it was never completed in accordance with your rental agreement and you will be held fully responsible for all damage to the unit.
6. **Notes** Please take the time and thoroughly complete this form. Document anything that appears to be damaged or unclean. Note items that you do not want to be responsible for upon your move out. Examples of items to look for are: discoloration of carpeting, cracked windows, ripped screens, damage to walls, unclean appliances abandoned personal property, broken doors, and anything else that may be damaged in some way. This is not a comprehensive list; it is a sample to help get you started.

Move In Checklist

Tenant Name(s): _____

Property Address: _____ Unit: _____

Kitchen: _____

Living Room: _____

Dining Room: _____

Basement: _____

Bedroom: _____

Bedroom: _____

Bedroom: _____

Bathroom: _____

Exterior: _____

Other: _____

If additional space is needed, please attach additional pages.

Have pictures been submitted? YES / NO

Tenants: _____

Management: _____ Date: _____