

(New building) MANDATORY TENANT MOVE-IN CHECKLIST

ADDRESS OF TENANCY: _____ DATE: _____

This checklist helps tenant and landlords avoid any discrepancies upon lease termination.

Documenting the condition of the property yourself, not only protects you, but it also helps us know what to expect when you move out. **Please send us and pictures along with this checklist within five (5) days of your move-in to support your findings to maintenanceassist@baytreepm.com - subject line "Address – Move-In Checklist".**

Things to document: Broken / damaged / missing items

**** Appliance, please run all the appliances once to ensure they are all working, even if you plan on not using it**

| | | | |
|--|------------------|---------------------|-----------|
| Overview of inspection (add additional spaces such as rooms, deck, storage, etc. in the blank spaces below) | | | |
| Rooms in rental: | Condition | Notes: | |
| Living room | | | |
| Dining room | | | |
| Kitchen | | | |
| Bathroom 1 | | | |
| Bathroom 2 | | | |
| Bedroom 1 | | | |
| Bedroom 2 | | | |
| Den | | | |
| | | | |
| | | | |
| Detailed check | | | |
| Bathroom(s) | | Kitchen area | |
| Faucets | Bath | Fridge | Cupboards |
| Toilet | Other: | Stove | Other: |
| Shower | | Sink | |
| Sink | | Countertop | |
| Other items inspected | Condition | Notes: | |
| Windows | | | |
| Carpets | | | |
| Hardwood flooring | | | |
| Other flooring | | | |
| Heating/AC | | | |
| Locks | | | |
| Details of existing damages found in rental unit: | | | |
| | | | |



ADDITIONAL NOTES:

By signing below, I/we the tenant(s) agree to the following:

- Acknowledge that unless reported on the checklist above or reported by Baytree Property Management Inc. in writing, I am responsible for covering any costs related to repairs resulting from damage caused by myself or other tenants. This includes misuse and lack of care towards the unit. Note: the initial fee for contractor visitation is to be paid by the tenant unless normal wear and tear repair are needed.

- The landlord shall pay for all costs associated with repairs due to normal wear and tear in the unit.

TENANT (A) - FULL LEGAL NAME **SIGNATURE**

PRIMARY PHONE NUMBER **PRIMARY EMAIL ADDRESS**

EMERGENCY CONTACT NAME **PHONE NUMBER** **RELATION TO TENANT (A)**

TENANT (B) - FULL LEGAL NAME **SIGNATURE**

PRIMARY PHONE NUMBER **PRIMARY EMAIL ADDRESS**

EMERGENCY CONTACT NAME **PHONE NUMBER** **RELATION TO TENANT (B)**