



## MOVE-IN AND MOVE-OUT PROPERTY CHECKLIST

ProactivPrevention has compiled this check list with the assistance from others with whom we work. We help the information below will help your transition from your Previous Home to Your New On.

<b>New Home Address:</b>		<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Move-In Date:</b>		<b>Time:</b>		
<b>Inspection Date:</b>				
<b>Move-Out Date</b>	<b>Inspection Date:</b>	<b>Time:</b>		
<b>Realtor Name/#/ Email:</b>				
<b>Attorney Name/#/Email:</b>				
<b>Mortgage Company/Loan Officer/ #Email:</b>				
<b>Your Handyman Service:</b> <a href="http://PROACTIVPREVENTION//708-465-7522/www.proactivprevention.com">PROACTIVPREVENTION//708-465-7522/www.proactivprevention.com</a>				

### Quick and Easy Abbreviations:

**We Are Here to Help!**



- PMP: Preventative Maintenance Plan**
- NC: Needs Cleaning**
- NP: Needs Painting**
- NR: Needs Repair**
- NI: Needs Installation**
- NU: Needs Uninstalled**
- NP&P: Patch and Paint**
- SC: Scratched**
- NSC: Needs Spot Cleaning**
- NSP: Needs Spot Painting**
- NR: Needs Replacing**

**Other:** \_\_\_\_\_

<b>LIVING ROOM</b>	Move-In	Move-Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Shades			
Closet			
Elec Fix.			
Light bulbs			

<b>KITCHEN</b>	Move-In	Move-Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Curtain			
Cabinets			
Drawers			
Sink			
Counters			
Fan/Light			
Elec Fix.			
Light bulbs			

<b>DISHWASHER</b>	Move-In	Move-Out	Cost
Inside/parts			
Outside			
Controls			

<b>BATHROOM #1</b>	Move-In	Move-Out	Cost
Floor			
Walls/Tile			
Ceiling			
Doors			
Cabinets			
Drawers			
Sink			
Shelves			
Mirror			
Tub/Shower			
Caulking			
Counter			
Fan			
Bowl/seat			
Towel rack			
Window			
Elec Fix.			
Light bulbs			

<b>BATHROOM #2</b>	Move-In	Move-Out	Cost
Floor			
Walls/Tile			
Ceiling			
Doors			
Cabinets			
Drawers			
Sink			
Shelves			
Mirror			
Tub/Shower			
Caulking			
Counter			
Fan			
Bowl/seat			
Towel rack			
Window			
Elec Fix.			
Light bulbs			

<b>REFRIGERATOR</b>	Move-In	Move-Out	Cost
Inside/parts			
Outside			
Light			
<b>STOVE/OVEN</b>	Move-In	Move-Out	Cost
Outside			
Burners			
Light			
Timer/Controls			
Drip pan			
Surface			
Racks			
Vent			

<b>DINING ROOM</b>	Move-In	Move-Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			

<b>FRONT PORCH</b>	Move-In	Move-Out	Cost
Elec Fix.			
Light bulbs			

<b>BACK PORCH</b>	Move-In	Move-Out	Cost
Elec Fix.			
Light bulbs			

<b>BEDROOM #1</b>	Move-In	Move-Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Closet			
Shades/Blinds			
Elec Fix.			
Light bulbs			

<b>GARAGE</b>	Move-In	Move-Out	Cost
Floor			
Walls			
Ceiling			
Elec Fix.			
Light bulbs			

<b>MECHANICAL</b>	Move-In	Move-Out	Cost
Water Heater			
Smoke Det.			
Thermostat			
Furnace			
A/C			

<b>BEDROOM #2</b>	Move-In	Move-Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Closet			
Shades/Blinds			
Elec Fix.			
Light bulbs			

<b># OF Locks to Change</b>	Move-In	Move-Out	Cost

<b>BEDROOM #3</b>	Move-In	Move-Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Closet			
Shades/Blinds			
Elec Fix.			
Light bulbs			

**ADDITIONAL NOTES**

Cleaning Company: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Est. Amount: \_\_\_\_\_

Contractor: \_\_\_\_\_  
 Phone number: \_\_\_\_\_  
 Est Amount: \_\_\_\_\_

Contractors: \_\_\_\_\_  
 Phone number: \_\_\_\_\_  
 Est Amount: \_\_\_\_\_

Contractors: \_\_\_\_\_  
 Phone number: \_\_\_\_\_  
 Est Amount: \_\_\_\_\_

<b>ENTRANCE/HALL</b>	Move-In	Move-Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Closet			
Shades/Blinds			
Elec Fix.			
Light bulbs			

**ENJOY THE  
 EXPERIENCE OF  
 BEING  
 PROACTIVE**