

Backyard Realty Group Move-In/Move-Out Checklist

You have **7 days** from your move-in date to amend this form. If no amendment is made, the move-in condition shall be deemed accepted by all parties. All amendments must be in writing and agreed too. If you have any questions regarding this form please contact Backyard Realty Group at (770) 517-1761.

Tenant (s) Name(s): _____

Property Address: _____
Street City Zip

Reason for checklist: Move-in Move-Out

Move-In/Move-Out Date: _____

Please examine all items listed and note their condition. Items that are not noted are considered to be in good working condition.

- E = Excellent Condition***
- F = Fair Condition***
- P = Poor Condition***

Please use the above terms to rate all of the following:

LIVING & DINING ROOMS	CONDITION	COST TO CORRECT <small>(for office use only)</small>	CHARGED <small>(for office use only)</small>
Doors			
Locks			
Floors			
Walls			
Ceilings			
Windows			
Window locks			
Blinds			
Drapes			
Electrical			
Lights			

KITCHEN	CONDITION	COST TO CORRECT (for office use only)	CHARGED (for office use only)
Doors			
Locks			
Floors			
Walls			
Ceilings			
Windows			
Window locks			
Blinds			
Drapes			
Electrical			
Lights			
Range			
Refrigerator			
Dishwasher			
Sink			
Counter			
Cabinets			
Disposal			

Please place the appropriate condition under the bedroom number based upon how many bedrooms your home has.

BEDROOM	CONDITON					COST TO CORRECT (for office use only)	CHARGED (for office use only)
	1	2	3	4	5		
Doors							
Locks							
Floors							
Walls							
Ceilings							
Windows							
Window locks							
Blinds							
Drapes							
Electrical							
Lights							
Closet(s)							

Please place the appropriate condition under the bathroom number based upon how many bathrooms your home has. *PLEASE NOTE: THERE ARE SEPARATE CHARTS FOR FULL BATHS AND PARTIAL BATHS.*

FULL BATHROOMS	CONDITON					COST TO CORRECT (for office use only)	CHARGED (for office use only)
	1	2	3	4	5		
Doors							
Locks							
Floors							
Walls							
Ceilings							
Windows							
Window locks							
Blinds							
Drapes							
Electrical							
Lights							
Bathtub							
Sink							
Faucet							
Toilet							
Shower							
Towel Rack (s)							

PARTIAL BATHROOMS	CONDITON					COST TO CORRECT (for office use only)	CHARGED (for office use only)
	1	2	3	4	5		
Doors							
Locks							
Floors							
Walls							
Ceilings							
Windows							
Window locks							
Blinds							
Drapes							
Electrical							
Lights							
Sink							
Faucet							
Toilet							
Towel Rack (s)							

OTHER	CONDITION	COST TO CORRECT (for office use only)	CHARGED (for office use only)
Front Yard			
Backyard			
Side yard			
Pool/Spa			
Garage			
Garage Door			
Garage Door Opener			
Security System			
Mailbox			

Other comments/notes:

Please attach any photographs of damaged items or items that require attention.

I understand by signing this form the information provided in this form is accurate to the best of my knowledge.

Tenant Signature

Date

Tenant #2 Signature

Date

Property Managers Signature

Date

If moving out – please fill out the additional information below:

Name: _____

Phone #: _____

Forwarding Address:

Street Address City State Zip

Please Return this form with pictures (if applicable) to:
Backyard Realty Group, LLC
5333 Bells Ferry Rd
Acworth, GA 30102
Fax (770)517-1661

For Office Use Only

Total Security Deposit on Record \$ _____

Less: Deposit held for unpaid rent: \$ _____ \$ _____/per day for _____ days

ITEM	COST	TOTAL
Cleaning	\$ _____	\$ _____
Carpet Cleaning	\$ _____	\$ _____
Paint Pro-Ration	\$ _____	\$ _____
Damage	\$ _____	\$ _____
Other	\$ _____	\$ _____
Other	\$ _____	\$ _____
	TOTAL CHARGES	\$ _____

Total Refund or Amount Owed: \$ _____

If you disagree with this determination, please contact our office in writing as soon as possible. As soon as we receive your written statement with phone number, we will be sure to contact you. Thank you for renting with Backyard Realty Group, LLC.

Date Mailed: _____

Check Number: _____