

Commercial Move-In / Move-out Checklist Report

Property Address: _____ Unit # _____

KEY: Repair Change Adjust

MOVE IN DATE: _____
 MOVE OUT DATE: _____

INSPECTED BY: _____
 INSPECTED BY: _____

COMMENTS:

GENERAL	OK	REP	CHG	ADJ
# of Keys				
Smoke Alarm				
CO Detector				
Fire Extinguisher				
Cleaning				
Vent - Bath/Kitchen				
Light Bulbs				
Heat Thermostat				
Hot Water Heater				

ENTRY	OK	REP	CHG	ADJ
Door Condition				
Door Knob				
Doorstop				
Sticker Plate				
Change				
Gliese				
Unit Number				
Weather Seal				

RECEPTION AREA	OK	REP	CHG	ADJ
Carpet				
Baseboard (run)				
Walls/Ceiling				
Lighting				
Light Covers				
Receptacles/Covers				
Window				
Carbide Lock				
Blinds				
Spangler Head				

OFFICE #1	OK	REP	CHG	ADJ
Door Condition				
Door Knob				
Sticker Plate				
Change				
Door Stop				
Carpet				
Baseboard (run)				
Walls/Ceiling				
Lighting				
Light Covers				
Receptacles/Covers				
Switches/Covers				
Window				
Carbide Lock				
Blinds				
Spangler Head				

MEZZANINE	OK	REP	CHG	ADJ
Stairs				
Railing				
Walls/Ceiling				
Floors				
Light Covers				
Receptacles/Covers				
Spangler Heads/Covers				
Hot water tank				

BATHROOM	OK	REP	CHG	ADJ
Caulking - Floor				
Caulking - Counters				
Caulking - Toilet				
Toilet Seat				
Ball Cock				
Overflow Tube				
Flapper				
Handle				
Toilet Glazes				
Toilet Paper Roll				
Towel Bar				
Sink				
Vanity/Counters				
Pop-Up Plug				
Faucet				
Aerator				
Faucet Handle				
Hot water tank				
Priming				
Exhaust Fan				
Gloves				
Mirrors				
Medicine Cabinet				

OFFICE #2	OK	REP	CHG	ADJ
Door Condition				
Door Knob				
Sticker Plate				
Change				
Door Stop				
Carpet				
Baseboard (run)				
Walls/Ceiling				
Lighting				
Light Covers				
Receptacles/Covers				
Switches/Covers				
Window				
Carbide Lock				
Blinds				
Spangler Head				

WAREHOUSE	OK	REP	CHG	ADJ
Door Condition				
Door Knob				
Sticker Plate				
Change				
Door Stop				
Carpet				
Walls/Ceiling				
Lighting				
Receptacles/Covers				
Switches/Covers				
Hardware tank				
Utility Sink				
Floor Drain				
Concrete Floor				
Conduit				
Back door condition				
Back door knob				
Back door sticker plate				
Back door casing				
Back door stop				
Back door stop				
Overhead door condition				
Overhead door handle				
Overhead door lock				
Overhead door casing				
Overhead door frame				
Overhead door pulk				

KITCHENETTE	OK	REP	CHG	ADJ
Dishwasher/Trine Knob				
Dishwasher/Kick Plate				
Dishwasher/As Vent				
Dishwasher/Backsplash				
Spill Guard				
Plumbing				
Flapper				
Spvy Head				
Aerators				
Showers				
Countertop				
Counters				
Cabinet Doors				
Dampers				
Walls/Ceiling				
Light Glazes				

MODEL NUMBERS
 Refrigerator _____
 Dishwasher _____
 Stove/Oven _____

OFFICE #3	OK	REP	CHG	ADJ
Door Condition				
Door Knob				
Sticker Plate				
Change				
Door Stop				
Carpet				
Baseboard (run)				
Walls/Ceiling				
Lighting				
Light Covers				
Receptacles/Covers				
Switches/Covers				
Window				
Carbide Lock				
Blinds				
Spangler Head				

OFFICE #4	OK	REP	CHG	ADJ
Door Condition				
Door Knob				
Sticker Plate				
Change				
Door Stop				
Carpet				
Baseboard (run)				
Walls/Ceiling				
Lighting				
Light Covers				
Receptacles/Covers				
Switches/Covers				
Window				
Carbide Lock				
Blinds				

Comments section for recording observations and notes during the inspection process.