Apartment Maintenance Pro

Apartment Move-In INSPECTION FORM

Document apartment condition before resident move-in to establish a clear baseline, reduce disputes, and ensure a smooth move-in experience.

Apartment Maintenance Pro

Property Information

Complete this section before beginning the move-in inspection.

Property Name: _____

Property Adress: _____

Unit Number: _____

Incoming Resident Name: _____

Inspection Date: _____

Inspector: _____

Move-In Readiness

- ☐ Ready for Occupancy
- ☐ Minor Corrections Needed
- ☐ Major Corrections Needed

Utilities Verified

- ☐ Water On
- ☐ Electricity On
- ☐ HVAC Operational
- ☐ Smoke Detectors Tested
- ☐ Carbon Monoxide Detectors Tested
- ☐ GFCI Outlets Tested
- ☐ Locks Rekeyed
- ☐ Keys Issued

Notes: _____

Apartment Maintenance Pro

Room-by-Room Move-In Inspection

Inspect each area of the apartment prior to resident move-in. Document any existing damage, missing items, or conditions before occupancy.

Area	OK	Repair	Replace	Notes
Kitchen	☐	☐	☐	_____
Bathroom	☐	☐	☐	_____
Living Room	☐	☐	☐	_____
Bedroom(s)	☐	☐	☐	_____
Laundry Area	☐	☐	☐	_____
Patio/Balcony	☐	☐	☐	_____
HVAC	☐	☐	☐	_____
Electrical	☐	☐	☐	_____

Final Approval

☐ Ready for Resident Move-In

☐ Additional Repairs Required

Inspector Signature: _____

Supervisor Signature: _____

Date: _____