

# Century Property Management, Inc.

Property Management Division, 2300 West Magnolia Boulevard #B, Burbank, CA 91506, (818) 841-3359

## MOVE-IN/MOVE-OUT CHECKLIST

PROPERTY ADDRESS	UNIT #	
<b>TENANTS</b>		
	<b>MOVE-IN</b>	<b>MOVE-OUT</b>
<b>DATE INSPECTED</b>		
<b>KEYS</b>		
Front Door	Number of Keys\	Number Returned\
Back Door	Number of Keys\	Number Returned\
Mail Box	Number of Keys\	Number Returned\
<b>LIVING ROOM/DINING ROOM</b>		
General Condition		
Walls/Ceiling		
Flooring/Carpet		
Doors		
Glass		
Drapes/Blinds/Shades		
<b>KITCHEN</b>		
General Condition		
Overall Cleanliness		
Range/Oven		
Refrigerator		
Counter Tops/Cabinets		
Sink		
Dishwasher		
Garbage Disposal		
Floor		
Glass		
Walls/Ceiling		
<b>HALLS</b>		
General Condition		
Walls/Ceiling		
Flooring/Carpets		
Doors		
<b>BEDROOM #1</b>		
General Condition		

Walls/Ceiling		
Flooring/Carpets		
Closet/Closet Door		
Door		
Glass		
Drapes		
Blinds/Shades		
<b>BEDROOM #2</b>		
General Condition		
Walls/Ceiling		
Flooring/Carpets		
Closet/Closet Door		
Door		
Glass		
Drapes		
Blinds/Shades		
<b>BATH</b>		
General Condition		
Tub/Shower		
Toilet		
Sink/Counter		
Flooring/Tile		
Walls/Ceiling		
Doors		
<b>COMMENTS:</b>		
<b>Forwarding Address For Return of Security Deposit</b>		
<b>Tenant</b>		<b>Date</b>
<b>Manager</b>		<b>Date</b>
<b>Tenant</b>		<b>Date</b>
<b>Manager</b>		<b>Date</b>