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3801 Mission Trace Boulevard
Tallahassee, Florida 32303
850.562.7441 (telephone)
850.562.7300 (facsimile)

All residents are encouraged to complete this checklist during your move in. Please list anything you notice to be damaged, non-working, or wish to bring to our attention so that you will not be held responsible for it later. When completed, please return this form to the leasing office.

54 Point Pre Move-In Maintenance Checklist

KITCHEN

- ✓ **Appliances moved and cleaned under and behind**
- ✓ **Interior refrigerator cleaned**
- ✓ **Exterior refrigerator cleaned**
- ✓ **Interior oven cleaned**
- ✓ **Exterior oven cleaned and cook top cleaned**
- ✓ **Oven inspected and in working order**
- ✓ **Cook top inspected and in working order**
- ✓ **Range hood cleaned**
- ✓ **Range hood light checked and in working order**
- ✓ **Range hood fan checked and in working order**
- ✓ **Kitchen floor cleaned**
- ✓ **Interiors of all cabinets cleaned**
- ✓ **Exteriors of all cabinets cleaned**
- ✓ **Drawers cleaned**
- ✓ **Dishwasher inspected, sanitized and in working order**
- ✓ **Pantry door in working order**
- ✓ **Kitchen light(s) in working order**
- ✓ **Disposal (if applicable) in working order**

Notes: _____

DINING AREA

- ✓ **Dining lights in working order**
- ✓ **Dining floor clean**

Notes: _____

LIVING ROOM

- ✓ Living room door closing properly
- ✓ Front door locks changed and working properly
- ✓ All lights and/ or ceiling fans cleaned and in working order
- ✓ Carpeting cleaned
- ✓ Door blinds and/ or window covering clean and in working order

Notes: _____

BEDROOMS

- ✓ All lights and/ or ceiling fans clean and in working order
- ✓ Window blinds clean and in working order
- ✓ Carpeting cleaned
- ✓ A/C vents unobstructed
- ✓ Bedroom doors clean and closing properly
- ✓ Windows open/ close properly
- ✓ Closet doors close properly
- ✓ Closets cleaned

Notes: _____

BATHROOMS

- ✓ Tub/ showers inspected that all drips or leaks repaired
- ✓ Tub spouts working properly
- ✓ Tub diverters and shower heads clean and working properly
- ✓ Tubs cleaned
- ✓ Toilets cleaned
- ✓ Toilets flushing properly
- ✓ Baseboards and floors cleaned
- ✓ Bath doors closing & locking properly
- ✓ Exhaust fan (if applicable) in working order

Notes: _____

A/C & WATER HEATER

- ✓ A/C unit inspected and cleaned
- ✓ A/C filter changed
- ✓ Hot water heater temp checked

Notes: _____

PATIOS AND BALCONIES (If Applicable)

- ✓ Doors operating properly
- ✓ Door locks operable
- ✓ Patios clean and free from weeds
- ✓ Balcony lights working

Notes: _____

LAUNDRY ROOMS

- ✓ **Laundry rooms cleaned**
- ✓ **Laundry lights working**
- ✓ **Laundry vent installed**
- ✓ **Laundry hot/ cold water working properly**
- ✓ **Laundry door closes properly**

Notes: _____

Additional Note: _____

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