

# BYU-HAWAII PROPERTY INSPECTION FORM

Tenant Name(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Move-in Date: \_\_\_\_\_

Move-Out Date: \_\_\_\_\_

The move-in part of this form has been completed by management prior to you moving in. Please review and sign on the last page. You have seven (7) days to return this form. Failure to do so indicates your acceptance of the condition as noted.

AREA	MOVE-IN	COMMENTS	MOVE-OUT	COMMENTS
<b>EXTERIOR</b>				
Back Door/Locks				
Doorbell				
Fences				
Front Door/Locks				
Lighting				
Mailbox/Porch				
Windows				
Yard				
<b>LIVING ROOM</b>				
Baseboard				
Ceiling/Walls				
Closets/Other				
Doors/Woodwork				
Flooring/Carpet				
Lights/Switches/Outlets				
Phone jack/cable				
Window coverings				
Windows/Screens				
Other				
<b>DINING ROOM</b>				
Baseboard				
Ceiling/Walls				
Doors/Woodwork				
Flooring				
Lights/Switches/Outlets				
Phone jack/cable				
Window coverings				
Windows/Screens				
Other				
<b>KITCHEN</b>				
Baseboard				
Ceiling/Walls				
Counter Tops				
Cabinets				
Doors/Woodwork				

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Flooring		
Lights/Switches/Outlets		
Sink/Faucet		
Sink drain pipe		
Garbage Disposal		
Stove top/oven/range		
Range hood/fan		
Drip pans		
Stove elements		
Refrigerator		
Windows/Screens		
Other		
<b>HALLWAY</b>		
Baseboard		
Ceiling/Walls		
Closets/Other		
Doors/Woodwork		
Flooring		
Lights/Switches/Outlets		
<b>MASTER BEDROOM</b>		
Baseboard		
Ceiling/Walls		
Ceiling Fan		
Closets/Other		
Doors/Woodwork		
Flooring/Carpet		
Lights/Switches/Outlets		
Drapes/Curtains		
Windows/Screens		
Other		
<b>BEDROOM #2</b>		
Baseboard		
Ceiling/Walls		
Ceiling Fan		
Closets/Other		
Doors/Woodwork		
Flooring/Carpet		
Lights/Switches/Outlets		
Window coverings		
Windows/Screens		
Other		
<b>BEDROOM #3</b>		
Baseboard		
Ceiling/Walls		
Ceiling Fan		
Closets/Other		






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## MOVE-IN

I hereby acknowledge that I have reviewed all four pages and acknowledge this is an accurate statement of the condition of the Property at the time of my taking occupancy. I further understand that I shall be required to deliver the Property in this same condition at the termination of my tenancy or to pay for any costs to restore the Property to its original condition at the time I took possession of the Property, normal wear and tear excepted.

### Number of Keys Issued:

Unit (\_\_\_\_) MAIL BOX (\_\_\_\_)  
Garage Door Code: \_\_\_\_\_  
Garage Door Openers Received (\_\_\_\_)

Tenant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

BYU-Hawaii Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## MOVE-OUT

I certify that the above check out inspection represents a true record of the condition of the unit and its contents upon vacating.

### Number of Keys Returned:

Unit (\_\_\_\_) MAIL BOX (\_\_\_\_)  
Garage Door Code: \_\_\_\_\_  
Garage Door Openers Received (\_\_\_\_)

Tenant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

BYU-Hawaii Signature: \_\_\_\_\_

Date: \_\_\_\_\_