



BMI MANAGEMENT --- 302 WEST HILL STREET, SUITE 204 --- CHAMPAIGN, IL 61820
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BMI Move-In/Move-Out Check List

This move-in/move-out checklist is hereby made a part of the

Rental Agreement dated _____ by and between BMI Management, the Owner/Agent,
 and _____, the Resident, for premises located at _____

Move-In Date _____ Move-Out Date _____

Inspection Date _____ Inspection Date _____

1. This checklist is to be completed by the Owner/Agent upon the Resident moving in and moving out of the residence. The Resident is encouraged to be present during inspections.
2. The Resident shall have 3 (three) days after taking possession in which to amend this checklist to include any further defects in the property which were unnoticed at the time of the Move-In Inspection. The Resident agrees that failure to notify the Owner/Agent of such further defects in writing within the time specified shall be conclusive proof that there are no further defects and that in fact the Resident has accepted the premises, its furnishings, and appliances in good and satisfactory condition except as noted herein.
3. Upon vacating the premises, the Resident shall have the premises in the same or better condition as when accepted by the Resident or as they may be put by the Owner/Agent or the Resident, reasonable wear expected.

	MOVE IN			MOVE OUT	
	NEW	GOOD	OTHER	COND.	CHARGE
KEYS					
Mailbox - 3					
Dead Bolt - 3					
Garage Door Openers - 2					
KITCHEN (Including Cabinets)-Clean					
Refrigerator - Clean & Working					
Dishwasher Clean & Working					
Gas Stove & Microwave Hood Clean & Working					
Garbage Disposal Clean & Working					
Stack Washer & Dryer Clean & Working					
Jacuzzi Tubs Clean & Working - 2					
Light Bulb Installed & Working					
Cond. of Counter Tops					
Fan, Filter & Hood - Clean & Working					
BATHROOM #1- Clean					
Shower Rod, curtain, toilet paper holder Clean & Working					
Jacuzzi Tub Jets work & Sink Stoppers Work					
Plumbing Working Properly					
Caulking - Clean					
Tiles Clean					

Fan - Clean & Working					
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BATHROOM #2- Clean					
Shower Rod, curtain, toilet paper holder Clean & Working					
Jacuzzi Tub Jets work & Sink Stoppers Work					
Plumbing Working Properly					
Caulking - Clean					
Tiles Clean					
Fan - Clean & Working					
	MOVE IN			MOVE OUT	
	NEW	GOOD	OTHER	COND.	CHARGE
HEATING AND AIR COND.					
Clean & working					
Furnace filters					
DOORS work properly					
Door knobs work					
Door locks work					
WINDOWS work properly					
windows clean					
screens installed & Clean					
CONDITION of doors,frames					
condition of woodwork					
CARPETS clean yes or no					
burns,tears,stains (name)					
CURTAIN RODS & fixtures					
BLINDS & shades					
RUBBISH removed					
LIGHTING fixtures & bulbs					
WALLS surfaces clean					
not repainted or wallpapered					
VENTS & registers work					
ELECTRICAL outlets work					
cover plates on outlets					
MIRRORS clean					
SMOKE detectors work					

COMMENTS: _____

By signing our name below I/we accept the **Move-In/Move-Out Checklist** as a part of the rental agreement and agree that it is an accurate account of the condition and contents of said premises and acknowledge receiving a copy hereof. I/we also agree to pay for any damages to the property and contents other than normal wear.

RESIDENT: _____ DATE: _____

RESIDENT: _____ DATE: _____

RESIDENT: _____ DATE: _____

RESIDENT: _____ DATE: _____

MANAGER: _____ DATE: _____