ATTACHMENT IV

MOVE-IN/MOVE-OUT IN INSPECTION FORM Residential

Property Address:	
Occupant / Division:	
Landlord:	
State Lease Number:	
Move-in Inspection Occupant accepts Property "as-is" with the exceptions listed below. This inspection form is made a part of and is subject to the terms and conditions of the Housing Agreement dated on the above referenced property.	Move-out Inspection This inspection is to determine any damage to the premises.
Exterior (roof, walls, lights, landscaping, stairs, handicap access, signage, windows, etc.):	Exterior (roof, walls, lights, landscaping, stairs, handicap access, signage, windows, etc.):
Lobby/Waiting Room(s):	Lobby/Waiting Room(s):
Hallways:	Hallways:
Interior Offices (or other uses)	Interior Offices (or other uses)
Building Equipment (electrical, mechanical, HVAC, etc)	Building Equipment (electrical, mechanical, HVAC, etc)
Break Room:	Break Room:
Exterior Walks, parking, curbs, awnings:	Exterior Walks, parking, curbs, awnings:
Safety & Access (elevators, stairs, fire	Safety & Access (elevators, stairs, fire

escapes):		escapes):	
Restrooms:		Restrooms:	
Storage/File Rooms:		Storage/File Rooms:	
Other:		Other:	
Comments:		Comments:	
Number of Keys assigned:		Number of Keys Turned In:	
The move-in Inspection" portion is to be completed at the time of it possession of Property.	initial	The "move-out Inspection" portion of this form is to be completed at the time of Occupant move-out of the Property.	
Receipt of a copy of this inspection acknowledged.	on is hereby	Receipt of a copy of this inspec acknowledged.	tion form is hereby
Institution	Date	Institution	Date
Occupant	Date	Occupant	Date