

*Prospera Property Management*

**MOVE IN /MOVE OUT SHEET**

Name: \_\_\_\_\_

Date of Occupancy: \_\_\_\_\_

Date Vacated \_\_\_\_\_

Building and Unit # \_\_\_\_\_

**MOVE IN:**

**KITCHEN :**

RANGE \_\_\_\_\_ OVEN \_\_\_\_\_ FAN \_\_\_\_\_

LIGHTS \_\_\_\_\_ REFRIGERATOR \_\_\_\_\_

GARBAGE DISPOSAL \_\_\_\_\_ DISHWASHER \_\_\_\_\_

CABINETS/COUNTERTOPS \_\_\_\_\_

FLOOR \_\_\_\_\_ SINK \_\_\_\_\_

FAUCETS \_\_\_\_\_

**SPARE BATHROOM**

COMMODE \_\_\_\_\_ TUB \_\_\_\_\_

FAUCETS \_\_\_\_\_ MIRROR \_\_\_\_\_ VANITY \_\_\_\_\_

TOWEL BAR \_\_\_\_\_ FLOOR \_\_\_\_\_

LIGHTS \_\_\_\_\_

**MASTER BATHROOM**

COMMODE \_\_\_\_\_ TUB \_\_\_\_\_

FAUCETS \_\_\_\_\_ MIRROR \_\_\_\_\_ VANITY \_\_\_\_\_

TOWEL BAR \_\_\_\_\_ FLOOR \_\_\_\_\_

LIGHTS \_\_\_\_\_

**BEDROOM 1**

CLOSET DOORS \_\_\_\_\_

WINDOWS \_\_\_\_\_

SCREENS \_\_\_\_\_ BLINDS \_\_\_\_\_

DOORS \_\_\_\_\_

CEILINGS \_\_\_\_\_

WALLS \_\_\_\_\_

LIGHT \_\_\_\_\_

FIXTURES \_\_\_\_\_

CARPET \_\_\_\_\_

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**BEDROOM 2**

CLOSET DOORS \_\_\_\_\_

WINDOWS \_\_\_\_\_

SCREENS \_\_\_\_\_ BLINDS \_\_\_\_\_

DOORS \_\_\_\_\_

CEILINGS \_\_\_\_\_

WALLS \_\_\_\_\_

LIGHT \_\_\_\_\_  
FIXTURES \_\_\_\_\_  
CARPET \_\_\_\_\_

Work Order Requests:  
\_\_\_\_\_

Living/General Area

Flooring \_\_\_\_\_  
\_\_\_\_\_

issues \_\_\_\_\_

Front or rear door locks or window  
locks \_\_\_\_\_

Windows/screens \_\_\_\_\_

Walls \_\_\_\_\_ Ceilings \_\_\_\_\_

Lighting \_\_\_\_\_ Cable \_\_\_\_\_

Phone outlet \_\_\_\_\_ Electrical \_\_\_\_\_

Outlets \_\_\_\_\_

Blinds/Verticals \_\_\_\_\_

NUMBER OF KEYS GIVEN \_\_\_\_\_ Number of Keys

Returned \_\_\_\_\_

FRONT DOOR KEY \_\_\_\_\_ BACK DOOR KEY \_\_\_\_\_ VISTA DOOR  
KEY \_\_\_\_\_

RESIDENT: \_\_\_\_\_

RESIDENT: \_\_\_\_\_

AGENT/Owner \_\_\_\_\_

**For office use:**

**Standard Cleaning or Replacement Charges:**

Refrigerator \_\_\_\_\_ \$25.00 Stove \_\_\_\_\_ \$35 Kitchen Floor \_\_\_\_\_ \$10.00 \_\_\_\_\_ Bathroom  
Floor \_\_\_\_\_ \$10.00

Dirty Carpet \_\_\_\_\_ \$150 and up Pet odors (varies) \_\_\_\_\_

Carpet \$550 and up

Damage \_\_\_\_\_

Keys not returned \$20 each \_\_\_\_\_

Other Damages or  
charges: \_\_\_\_\_