



# MOVE IN/OUT INVENTORY FORM

APARTMENT NO. \_\_\_\_\_

MOVE IN DATE \_\_\_\_\_

MOVE OUT DATE \_\_\_\_\_

	MOVE IN	MOVE OUT
<b>KITCHEN</b>  COUNTERTOPS  SINK  REFRIGERATOR  STOVE  DISHWASHER  MICROWAVE  CABINETS  FLOORS  WALLS/CEILING/PAINT  WINDOWS  GARBAGE DISPOSAL  PANTRY  DOORS  BASEBOARDS		
<b>DINING ROOM</b>  FLOORS  WALLS/CEILING/PAINT  CABINETS  CEILING FAN  WINDOWS  FURNITURE  DOORS  BASEBOARDS		



	<b>MOVE IN</b>	<b>MOVE OUT</b>
<b>LIVING ROOM</b>  FLOORS  WALLS/CEILING/PAINT  WINDOWS  CEILING FAN  FURNITURE  DOORS  BASEBOARDS		
<b>UTILITY CLOSET</b>  WASHING MACHINE  DRYER  WALLS/CEILING/PAINT  FLOORS  WINDOWS  CABINETS  DOORS  BASEBOARDS		
<b>BATHROOM</b>  FLOORS  WALLS/CEILING/PAINT  CABINETS  COUNTERTOP  SINKS  TUB  TOILET  DOORS  BASEBOARDS		



	<b>MOVE IN</b>	<b>MOVE OUT</b>
<b>BEDROOM</b>  FLOORS  WALLS/CEILING/PAINT  WINDOWS  CEILING FAN  DOOR  CLOSET DOOR  CLOSET INTERIOR  FURNITURE  DOORS  BASEBOARDS		
<b>BALCONY/PATIO</b>  FLOORS  WALLS/CEILING/PAINT  WINDOWS  DOOR  FURNITURE		
<b>ALL ROOMS</b>  LIGHT BULBS  SMOKE DETECTORS  WINDOW SCREENS		

**HELPFUL TIPS**

- Be picky and specific. The purpose of this form is to avoid being charged for pre-existing damages; if you don't list it, the LL can assume you caused it.
- Take note of both the inside and outside of cabinets and appliances.
- Take lots of pictures the day you move in and the day you move out to prove exactly how things looked. Keep the pictures for at least one year after you've vacated.
- Texas law requires you to request repairs with mailed letters; email does NOT count.
- Don't wait until it's too late. If you have questions or need help, call Student Legal Services at 903-886-5817 to schedule a free confidential meeting with a lawyer.