



This form is provided to you as a courtesy to help you inspect your property at move in. It is important that you walk through your unit and inspect the property. This form is not a request for repairs. This is only to document condition at the time of move in. We encourage you to also take photos or video as additional documentation. If you have a repair request please submit them through your tenant portal or in writing to leasing@cclubbock.com. **All items are presumed to be in good condition unless noted otherwise. Landlord may also use this form at move out.**

Exterior Items		
	Move In Comments	Move Out Comments
Mail Box		
Fence and Gates		
Pool/Spa & Equipment		
Lawn, Trees & shrubs		
Underground Lawn Sprinkler		
Exterior Faucets		
Roof & Gutters		
Siding & Paint		
Driveway		
Front Door		
Door Knob & Lock		
Light/Bulb		
Door Bell		
Back door		
Door Knob & Lock		
Light/Bulb		
Patio or Deck		
Patio Door		
Door Knob & Lock		
Light/Bulb		
Garage		
	Move In Comments	Move Out Comments
Ceiling & Walls		
Floor		
Light		
Auto Door		
Safety Reversal		
Remotes		
Garage doors		
Exterior Doors & Stops		
Storage Room		
Other		
Entry		
	Move In Comments	Move Out Comments

Tenants _____, _____, _____, _____ CBRPM: _____



Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Window Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Cabinets		
Fireplace		
Other		
	Living Room	
	Move In Comments	Move Out Comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Window Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Cabinets		
Fireplace		
Other		
	Living Room	
	Move In Comments	Move Out Comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Window Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Cabinets		
Fireplace		
Other		
	Dining Room	

Tenants _____, _____, _____, _____ CBRPM: _____



	Move In Comments	Move Out Comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Window Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Cabinets		
Fireplace		
Other		

Kitchen and Bath		
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	Move In Comments	Move Out Comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Window Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Cabinets & Handles		
Drawers & Handles		
Countertops		
Microwave		
Dishwasher		
Oven		
Racks & Knobs		
Broiler & Pan		
Light Cover & Bulb		
Vent Hood		
Light & Fan		
Filter		
Garbage Disposal		
Sink & Faucet		
Refrigerator		
Shelves & Drawers		
Light Cover & Bulb		
Other		

Tenants _____, _____, _____, _____ CBRPM: _____



Halls		
	Move In Comments	Move Out Comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Window Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Cabinets		
Fireplace		
Other		
Family Room		
	Move In Comments	Move Out Comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Window Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Cabinets		
Fireplace		
Other		
Master Bedroom		
	Move In Comments	Move Out Comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Window Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Cabinets		
Fireplace		
Other		
Master Bathroom		
	Move In Comments	Move Out Comments
Ceiling & Walls		

Tenants _____, _____, _____, _____ CBRPM: _____



Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Window Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Cabinets		
Countertops		
Sinks & Faucets		
Tub/Shower & Faucets		
Toilet/Lid/Seat/Paper Hldr		
Heaters & Exhaust Fans		
Towel Fixtures		
Other		

	Bedroom 2	
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	Move In Comments	Move Out Comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Window Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Cabinets		
Fireplace		
Other		

	Bedroom 3	
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	Move In Comments	Move Out Comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Window Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		

Tenants _____, _____, _____, _____ CBRPM: _____



Cabinets		
Fireplace		
Other		
Bedroom 4		
	Move In Comments	Move Out Comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Window Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Cabinets		
Fireplace		
Other		
Bathroom (2)		
	Move In Comments	Move Out Comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Window Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Cabinets		
Countertops		
Sinks & Faucets		
Tub/Shower & Faucets		
Toilet/Lid/Seat/Paper Hldr		
Heaters & Exhaust Fans		
Towel Fixtures		
Other		
Bathroom (3)		
	Move In Comments	Move Out Comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		

Tenants _____, _____, _____, _____ CBRPM: _____



Lights & Ceiling Fans		
Windows & Screens		
Window Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Cabinets		
Countertops		
Sinks & Faucets		
Tub/Shower & Faucets		
Toilet/Lid/Seat/Paper Hldr		
Heaters & Exhaust Fans		
Towel Fixtures		
Other		
	Utility Room	
	Move In Comments	Move Out Comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Window Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Cabinets		
Countertops		
Sinks & Faucets		
Washer Dryer W&D Connections		
Other		
	Other	
	Move In Comments	Move Out Comments
Central HVAC		
Filter		
Thermostat		
Window A/C Units		
Space or Wall Heaters		
Water Softner		
Alarm System		
Central Vacuum		
Other		

Tenants _____, _____, _____, _____ CBRPM: _____



Smoke Alarms: No. of Units: ____ Tested? yes no Working? yes no

Door Locks on all exterior doors tested? (including but not limited to patio doors, door from house to garage, front door, and rear doors) yes no Working? yes no

Number of Keys: Received Returned Received Returned

Door keys:	Garage Door Remotes:
Mailbox keys:	Laundry Room Keys:
Security Cards:	Recreational Facilities Keys/Cards:

THIS FORM IS NOT A REPAIR REQUEST. SUBMIT ALL REQUESTS FOR REPAIRS SEPARATELY IN ACCORDANCE WITH YOUR LEASE.

The undersigned acknowledge that the above is an accurate assessment of the condition of the property as of the date signed.

_____	_____	_____	_____
Tenant	Date	Tenant	Date
Name _____		Name _____	

_____	_____	_____	_____
Tenant	Date	Tenant	Date
Name _____		Name _____	

Coldwell Banker Staff Only

Date Received: _____

Staff Member Received: _____