



218-531-9980 * www.HerzogApartments.com * info@herzogapartments.com
 103 North Cascade Street Fergus Falls, MN 56537

Move-In / Move-Out Property Checklist

Resident #1 Name:	Resident #2 Name:		
Address:	City:	State:	ZIP:

Instructions:

1. Resident(s) should complete, sign, and return this form within 3 days of move-in.
 To return this form, please:
 - a. Mail to Herzog Property Management, LLC
 at 103 N. Cascade St. Fergus Falls, MN 56537
 - b. Turn in to after hours drop box in the entryway of
 103 N. Cascade St. Fergus Falls, MN 56537
 - c. E-mail to info@herzogapartments.com
2. If any items need repair or replacement, please call 218-531-9980 or use the Online Tenant Portal to create a work order.
3. This form will be kept on file and will be used by management during the move-out inspections to determine if any of the security deposit will be deducted for cleaning or repairs.

Reminder to Manager: Under the move-out column, **condition codes are ONLY to be used to reflect cleaning or damages caused by Resident(s)**. Repairs or replacement that are necessary because of normal wear and tear, age, prior damage, and are not the fault of Resident(s) are not to be reflected in this form. Enter updates or other repairs into a Make Ready Order.

# of Keys Provided: _____ Building Entry _____ Unit Door _____ Mail _____ Garage _____ Other	Unreturned Keys are
# of Keys Returned: _____ Building Entry _____ Unit Door _____ Mail _____ Garage _____ Other	Charged at \$25/Key



SC = Scratched/Light Damage C = Needs Cleaning RP = Needs Repair RC = Needs Replacement
**** If no Code or Comment is left stating otherwise, the condition is considered to be in Acceptable Condition ****

OVERALL	Move In	Move Out	Comments
Carpet			
Vinyl / Linoleum / Hardwood			
Walls			
Ceilings			
Doors / Knobs / Locks			
Closets / Closet Doors			
Windows / Screens			
Electrical Outlets			
Lighting			
Baseboard Heaters			
<i>Issues to Look For: Smoke & Pet Damage, Missing Screens, Keys Not Working, Missing Blinds, Personal Items Not Removed</i>			

KITCHEN	Move In	Move Out	Comments
Refrigerator			
Stove / Range Hood			
Dishwasher			
Cabinets / Drawers / Counters			
Sink / Faucet			
<i>Issues to Look For: Dirty Appliances, Grease, Counter Stains or Cutting Marks, Faucet is Leaky</i>			



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LIVING ROOM			
Patio Door / Patio Screen			
Air Conditioning			
Issues to Look For: Patio Door Won't Lock, A/C is Missing Knobs or Cover or No Cold Air			

BATHROOMS			
Sink / Faucet			
Cabinets / Vanity / Mirror			
Tub / Shower / Faucets			
Toilet Bowl / Seat			
Bathroom Heater			
Exhaust Fan			
Issues to Look For: Faucet is Leaky, Toilet Continually Runs, Exhaust Fan is Loud / Broken			

Resident(s) understand that unless otherwise noted, all discrepancies beyond normal wear and tear will be the Resident(s) responsibility and will be deducted from the security deposit at the time of move-out and any charges beyond what the security deposit can cover will be charged to the Resident(s). Resident(s) agree to accept the property in the above noted conditions.

Move In	Date:	Move Out	Date:
Resident #1 Signature:		Resident #1 Signature (not required):	
Resident #2 Signature:		Resident #2 Signature (not required):	
Property Manager Name:		Property Manager Name:	
Property Manager Signature:		Property Manager Signature:	