

R.E.I.C. Inc Move-Out Check List

Property Address: _____ City _____ CO. Zip _____

(1) This form is to be completed by Tenant. This is to save the tenants money during the move out process. (2) This form is for the protection of our tenants. Any shortage of fixtures or appliances, damage to property, unusual wear to the property will be charged to the tenant's security deposit. The following information will be compared with the move in photographic records kept on your behalf at our office.

Number of keys given to tenant: _____ Date: _____

	MOVE OUT	COMMENTS	CHARGES
KITCHEN cabinets condition			
cabinets clean			
REFRIGERATOR clean			
2 ice cube trays			
2 crispers & tops			
light bulb			
ice caddie			
STOVE clean & working			
oven racks clean			
broiler pan clean			
light bulb			
DISPOSAL clean & working			
COUNTER TOP condition			
FAN,FILTER,HOOD clean			
BATHROOM #1 clean			
SOAP DISHES, towel bars			
shower rod, paper holder			
plumbing works properly			
caulking & tile clean			
fan clean/working			
BATHROOM #2 clean			

SOAP DISHES, towel bars			
shower rod, paper holder			
plumbing works properly			
caulking & tile clean			
fan clean & working			
HEATING AND AIR COND.			
clean & working			
furnace filters			
DOORS work properly			
door knobs work			
door locks work			
WINDOWS work properly			
windows clean			
screens			
storm windows			
BROKEN/CRACKED windows			
CONDITION of doors,frames			
condition of woodwork			
CARPETS professionally cleaned yes or no			
burns,tears,stains (name)			
CURTAIN RODS & fixtures			
BLINDS & shades			
RUBBISH removed			
LIGHTING fixtures & bulbs			
WALLS surfaces clean			
Newly Pained (YES or NO)			
VENTS & registers work			

ELECTRICAL outlets work			
cover plates on outlets			
MIRRORS clean			
SMOKE detectors work			

COMMENTS: _____

Where would you like us to send you security Deposit Refund Check

Tenants Future Mailing Address: _____ City _____
 State: _____ Zip Code: _____ Phone #: _____
 _____ DATE _____

RETURN KEYS & FORM to:

R.E.I.C. Inc

12365 Huron St #1600

Westminster, CO. 80234

303-252-7700

FAX # 303-252-4664