



Business (504) 872-9612
 Fax 855-378-7708

MOVE IN / OUT RENTAL PROPERTY CHECKLIST

Property Address _____

Lease date _____

Please complete and return this form to PELICAN REALTY OF LOUISIANA, LLC within the first 7 days of lease signing. Failure to do so is considered your acceptance that the entire unit is currently in GOOD condition and all is acceptable. BE SPECIFIC and DETAILED when filling out this checklist. If needed use additional paper.

Any pictures can be sent to office text number 504-226-8306 or 504-226-7533

Using the below scale please mark the following upon move in and move out.
 1 (being needs replacement) 10 (in very good or excellent order) n/a not available
 Anything left blank is to be considered in good or excellent order.

<u>Inspection Item</u>	<u>Move In Condition</u>	<u>Move Out Condition</u>
<u>KITCHEN</u>		
Walls		
Ceiling		
Floors		
Lights		
Range/Oven		
Refrigerator		
Dishwasher		
Garbage Disposal		
Counters		
Microwave		
Sink		
Inside drawers		
Miscellaneous		
<u>BEDROOM - 1</u>		
Walls		
Ceiling		
Floors		
Window		
Door/Locks		
Closet		
Lights		
Miscellaneous		
<u>BEDROOM - 2</u>		
Walls		
Ceiling		
Floors		

Physical Address: 245 Villemar Place, Terrytown, Louisiana 70056 Mailing Address: P.O. Box 2729, Gretna, Louisiana 70054



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Window		
Door/Locks		
Closet		
Lights		
Miscellaneous		
<u>BEDROOM - 3</u>		
Walls		
Ceiling		
Floors		
Window		
Door/Locks		
Closet		
Lights		
Miscellaneous		
<u>BEDROOM - 4</u>		
Walls		
Ceiling		
Floors		
Window		
Door/Locks		
Closet		
Lights		
Miscellaneous		
<u>DINING/LIVING</u>		
Walls		
Ceiling		
Floors		
Window		
Door/Locks		
Closet		
Lights		
Miscellaneous		
<u>BATHROOM - 1</u>		
Walls		
Ceiling		
Floors		
Window		
Door/Locks		
Fixtures		
Tub/Shower		
Basin		
Toilet		

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Medicine Cabinet		
Closet		
Heater/Vent/Lights		
Miscellaneous		
<u>BATHROOM - 2</u>		
Walls		
Ceiling		
Floors		
Window		
Door/Locks		
Fixtures		
Tub/Shower		
Basin		
Toilet		
Medicine Cabinet		
Closet		
Heater/Vent/Lights		
Miscellaneous		
<u>MISCELLANEOUS</u>		
AC / Heat		
AC / Heat Filter		
Hall Walls		
Hall Floors		
Lawn/Garden		
Porch/Patio/Decks		
Parking area		
Exterior Light - rear		
Exterior light - Front		
Washing machine		
Dryer		
Smoke Detectors	number	
Fire Extinguishers	number	
Keys received	number	



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For use at MOVE IN

I certify that the foregoing ___ pages included make up my/our move in checklist and is completed as noted above for the above mentioned property.

Tenant Date

Tenant Date

Move in date

Move in date

Received by Property Manager Date

For use at MOVE OUT

I certify that the foregoing ___ pages included make up my/our move out checklist and is completed as noted above for the above mentioned property.

Tenant Date

Tenant Date

Forwarding address

Move Out date

Move out date

Move Out date

Keys returned

Lease fulfilled YES / NO

Unit cleaned YES / NO

Comments:

Received by Property Manager Date