

## Montgomery County Housing PRE-MOVE-IN Inspection Checklist for Tenants

Tenant Name:	Program & Provider:
Property Name & Address: _	
	Unit:

MARK ITEM AS SATISFACTORY (S), UNSATISFACTORY (U), OR NOT APPLICABLE (N/A)

A housing locator or service provider must assist the tenant with completing an inspection during the walk through prior to move-in. This form should be utilized as a guide to record unit conditions before taking possession. In addition, this form along with attached pictures and/or videos, will be used as a prerequisite to record unit conditions for a property damage claim request and related reimbursement for repairs through the Landlord Risk Mitigation Fund Program (LRMF), if necessary.

ROOM / ITEMS	S	U	N/A	COMMENTS	REPAIRED
LIVING ROOM					
Floor/Carpet					
Blinds/Shades					
Walls & Ceilings					
Windows & Screens					
Door, Door Locks &					
Hardware					
Lighting Fixtures (ensure all					
lights work)					
Other					
KITCHEN					
Floor					
Walls & Ceilings					
Windows & Screen					
Garbage Disposal					
Cabinets					
Countertops					
Stove/Burners/Controls					
Oven/Range Hood/Inside-					
Outside					
Refrigerator					
Dishwasher					
Sink(s) ensure there is hot					
water/check that water works)					
Lighting Fixtures (ensure all					
lights work)					

DINING ROOM	Other			
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Sink/Vanity (ensure water works/check pressure)  Other  BEDROOM 1  Floor/Carpet Blinds/Shades Walls & Ceilings Windows & Screens Closet Door, Door Locks & Hardware Lighting Fixture (s) (ensure				
Works/check pressure) Other  BEDROOM 1 Floor/Carpet Blinds/Shades Walls & Ceilings Windows & Screens Closet Door, Door Locks & Hardware Lighting Fixture (s) (ensure	Sink (Janity (oncurs water	+ + -		
Other  BEDROOM 1 Floor/Carpet Blinds/Shades Walls & Ceilings Windows & Screens Closet Door, Door Locks & Hardware Lighting Fixture (s) (ensure	works/check pressure)			
BEDROOM 1 Floor/Carpet Blinds/Shades Walls & Ceilings Windows & Screens Closet Door, Door Locks & Hardware Lighting Fixture (s) (ensure		+ + +		
Floor/Carpet Blinds/Shades Walls & Ceilings Windows & Screens Closet Door, Door Locks & Hardware Lighting Fixture (s) (ensure	Other	+ + +		
Floor/Carpet Blinds/Shades Walls & Ceilings Windows & Screens Closet Door, Door Locks & Hardware Lighting Fixture (s) (ensure	BEDROOM 1			
Blinds/Shades  Walls & Ceilings  Windows & Screens  Closet  Door, Door Locks & Hardware  Lighting Fixture (s) (ensure				
Walls & Ceilings Windows & Screens Closet Door, Door Locks & Hardware Lighting Fixture (s) (ensure		+ + +		
Windows & Screens  Closet  Door, Door Locks &  Hardware  Lighting Fixture (s) (ensure		+ + +		
Closet  Door, Door Locks &  Hardware  Lighting Fixture (s) (ensure		+ + +		
Door, Door Locks & Hardware Lighting Fixture (s) (ensure		+ + +		
Hardware Lighting Fixture (s) (ensure		+ + +		
Lighting Fixture (s) (ensure				
all lights work)		+ + +		
	all lights work)			

Other				
BEDROOM 2				
Floor/Carpet				
Blinds/Shades				
Walls & Ceilings				
Windows & Screens				
Closet				
Door, Door Locks & Hardware				
Lighting Fixture (s) (ensure all lights work)				
Other				
OTHER				
Basement Railings				
Egress Window				
Heating System				
Air Conditioning				
Smoke/Carbon Monoxide				
Alarms				
Outlets/Electrical				
Washer				
Dryer				
Tenant Signature:			Date:	
Landlord/Property Mar	ord/Property Manager: Date:			
Designated Service Provider:			Date:	

If any item in the unit is not satisfactory, notify the property manager or landlord regarding the repairs that need to be done and have them initial and date on the appropriate row once the repairs are completed prior to move in. Please also ensure an updated picture and/or video is provided. Landlords, tenants, and service providers should keep a copy of this form for their records. Photos and/or videos should be emailed directly to Landlord Risk Mitigation Fund via <a href="LRMF@montgomerycountymd.gov">LRMF@montgomerycountymd.gov</a>