

**Landlord / Tenant Walk-Through Checklist**  
**GENERAL CONDITION OF RENTAL UNIT AND PREMISES**  
**Must be Returned within 7 Days of Move-in**

Street Address \_\_\_\_\_

Unit Number \_\_\_\_\_

City \_\_\_\_\_

	<b>Condition on Arrival</b>	<b>Condition on Departure</b>	<b>Estimated Cost of Repair/Replacement</b>
<b>Living Room</b>			
Floors and Floor Coverings			
Drapes and Window Coverings			
Walls and Ceilings			
Lights and Fixtures			
Windows, Screens, and Doors			
Front Door and Locks			
Smoke Detector			
Fireplace			
Other			
<b>Kitchen</b>			
Floors and Floor Coverings			

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Walls and Ceilings			
Light Fixtures			
Cabinets			
Counters			
Stove / Oven			
Refrigerator			
Dishwasher			
Garbage Disposal			
Sink and Plumbing			
Smoke Detector			
Other			
<b>Dining Room</b>			
Floor and Floor Coverings			
Walls and Ceilings			
Light Fixtures			
Windows, Screens, and Doors			

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Smoke Detector			
Other			
<b>Bathroom One</b>			
Floors and Floor Coverings			
Walls and Ceilings			
Windows, Screens, and Doors			
Light Fixtures			
Bathtub / Shower			
Sink and Counters			
Toilet			
Other			
<b>Bathroom Two</b>			
Floors and Floor Coverings			
Walls and Ceilings			
Windows, Screens, and Doors			

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Light Fixtures			
Bathtub / Shower			
Sink and Counters			
Toilet			
Other			
<b>Bathroom Three</b>			
Floors and Floor Coverings			
Walls and Ceilings			
Windows, Screens, and Doors			
Light Fixtures			
Bathtub / Shower			
Sink and Counters			
Toilet			
Other			
<b>Bedroom One</b>			
Floors and Floor Coverings			

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Windows, Screens, and Doors			
Walls and Ceilings			
Light Fixtures			
Smoke Detectors			
Other			
<b>Bedroom Two</b>			
Floors and Floor Coverings			
Windows, Screens, and Doors			
Walls and Ceilings			
Light Fixtures			
Smoke Detectors			
Other			
<b>Bedroom Three</b>			
Floors and Floor Coverings			
Windows, Screens, and Doors			

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Walls and Ceilings			
Light Fixtures			
Smoke Detector			
Other			
<b>Other Areas</b>			
Heating Systems			
Air Conditioning			
Lawn / Garden			
Stairs and Hallway			
Patio, Deck, Terrace, ect.			
Basement			
Parking Area			
Other			

Comments :

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## Tenant Agreement

Tenant Condition Checklist completed on \_\_\_\_\_ and moving in on \_\_\_\_\_.  
Tenant certifies that all listed damages and defects are factual and accurate.

Signature

\_\_\_\_\_  
Tenant 1

\_\_\_\_\_  
Tenant 2

\_\_\_\_\_  
Tenant 3

\_\_\_\_\_  
Tenant 4

Please return the checklist through your **Online Tenant Portal** (Preferred Method) mail, email, or fax

Mauzy Properties  
19950 Dodd Blvd #102  
Lakeville, MN 55044

info@mauzyproperties.com (must be PDF Format)  
Fax: 952-255-8448

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## Move In Info Sheet

Date: \_\_\_\_\_

I have reviewed the following with my agent/property manager:

- ❖ I have access and understanding of the online portal, *the one stop shop for my rental*:
  - Ability to make rental payments online, sign up for auto pay, and free EFT payments
  - Before altering the home or making any improvements, written owner approval must be obtained. Submit an online request to obtain this. (Wall mounts for TV's, painting, etc.)
  - If issues arise with the house, submit an online request for maintenance manager to review
    - Please note maintenance requests should be about home operations and not about cosmetic updates or upgrades (ie. leaky sink faucet, stove top isn't working, no heat)
    - Please submit any/all requests in one task, regardless of what portal says
- ❖ I have received my 7 day move in condition report and will e-mail/fax/return it to the office after filled out. (Note this is only a report, do not put work order requests here)
- ❖ I have switched all the utilities into my name for the rental property.
- ❖ Please mark which of the following items apply to your rental and were covered:
  - \_\_\_\_\_ Presence and location of a water softener
  - \_\_\_\_\_ Knowledge of furnace filter and how to change it
  - \_\_\_\_\_ Presence of sprinkler system
- ❖ I have received keys and garage door openers for the property:

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(Tenant)

\_\_\_\_\_  
(Tenant)