

## Complete Move-In and Move-Out Checklists

*Everything you need to do to help your move-in and move-out is as efficient as possible*

### Right When You Move In

- Read Lease/Contracts
- Complete Detailed Move-In Checklist (below)
- Take Pictures of issues
- Flag Concerns
- Ask if you are not sure
- Switch/Set-up Utilities

### During Your Lease

- Get Set-Up in Portal (below), which allows electronic payments and maintenance requests
- Be careful not to damage walls, flooring, etc
- Let Management Company know if anything breaks, either through portal, phone, or email
- Flag Concerns
- Clean on a regular basis

### During Move Out

- Ensure no lease break and at least a 30 day notice
- Ensure payments are up to date
- Complete Detailed Move Out Checklist (below)
- Take everything off walls, including nails, hangers, etc
- Remove all furniture
- Remove all food and trash from the unit and refrigerator
- Clean/Vacuum/Mop unit, including floors and appliances
- Be careful to not damage floor when moving furniture
- If unit is furnished, ensure items are not damaged or missing
- Take pictures and videos if needed
- Be open about damages to the management company
- Return Keys and work with ECA to schedule move-out inspection and return of deposit**

# Emerald City Associates Tenant Portal

*The Portal allows for electronic payments, maintenance requests, and many other easy to use functions*

## How to Set Up

- ECA to set up information in the portal – you should get an email confirming access
- Reset your password, and log in. If you don't get an email, let
- Things you can do in the Portal
  - ✓ Set Up Auto Pay or one time payments
  - ✓ Pay and open balances
  - ✓ Fill out work orders
  - ✓ Track Open Work Orders
  - ✓ See any key announcements
  - ✓ See company contact list

## TENANT MOVE-IN AND MOVE-OUT PROPERTY CHECKLIST

Before you move-in and upon moving-out, be sure to carefully complete this check-list.

**Tenant Name(s):**


<b>Address &amp; Apt. No.:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>

<b>Move-In Date</b>	<b>Inspection Date:</b>	<b>Time:</b>	<b>By:</b>

<b>Move-Out Date</b>	<b>Inspection Date:</b>	<b>Time:</b>	<b>By:</b>

Unless otherwise noted, the premises are in clean, good working order and undamaged. Use key below.

Key & Abbreviations:

**NC: Needs Cleaning**  
**NP: Needs Painting**  
**NR: Needs Repair**  
**SC: Scratched**

**NSC: Needs Spot Cleaning**  
**NSP: Needs Spot Painting**  
**RP: Needs Replacing**  
**Other: \_\_\_\_\_**

<b>LIVING ROOM</b>	Move-In	Move-Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Shades			
Closet			
Elec Fix.			
Light bulbs			

<b>KITCHEN</b>	Move-In	Move-Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Curtain			
Cabinets			
Drawers			
Sink			
Counters			
Fan/Light			
Elec Fix.			
Light bulbs			

<b>REFRIGERATOR</b>	Move-In	Move-Out	Cost
Inside/parts			
Outside			
Light			

<b>STOVE/OVEN</b>	Move-In	Move-Out	Cost
Outside			
Burners			
Vent			
Timer/Controls			
Surface			
Light			
Racks			
Drip pan			

<b>DISHWASHER</b>	Move-In	Move-Out	Cost
Inside/parts			
Outside			
Controls			

<b>BATHROOM #1</b>	Move-In	Move-Out	Cost
Floor			
Walls/Tile			
Ceiling			
Doors			
Cabinets			
Drawers			
Sink			
Shelves			
Mirror			
Tub/Shower			
Caulking			
Counter			
Fan			
Bowl/seat			
Towel rack			
Window			
Elec Fix.			
Light bulbs			

<b>BATHROOM #2</b>	Move-In	Move-Out	Cost
Floor			
Walls/Tile			
Ceiling			
Doors			
Cabinets			
Drawers			
Sink			
Shelves			
Mirror			
Tub/Shower			
Caulking			
Counter			
Fan			
Bowl/seat			
Towel rack			
Window			
Elec Fix.			
Light bulbs			

BEDROOM #1	Move-In	Move-Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Closet			
Shades/Blinds			
Elec Fix.			
Light bulbs			

DINING ROOM	Move-In	Move-Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			

BEDROOM #2	Move-In	Move-Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Closet			
Shades/Blinds			
Elec Fix.			
Light bulbs			

FRONT PORCH	Move-In	Move-Out	Cost
Elec Fix.			
Light bulbs			

BACK PORCH	Move-In	Move-Out	Cost
Elec Fix.			
Light bulbs			

BEDROOM #3	Move-In	Move-Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Closet			
Shades/Blinds			
Elec Fix.			
Light bulbs			

GARAGE	Move-In	Move-Out	Cost
Floor			
Walls			
Ceiling			
Elec Fix.			
Light bulbs			

MECHANICAL	Move-In	Move-Out	Cost
Water Heater			
Smoke Det.			
Thermostat			
Furnace			
A/C			

# OF KEYS	Move-In	Move-Out	Cost
Front Door			
Mailbox			
other: _____			

ENTRANCE/HALL	Move-In	Move-Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Closet			
Shades/Blinds			
Elec Fix.			
Light bulbs			

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Move-In Move-Out  
 Date: \_\_\_\_\_ Signature: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
 Date: \_\_\_\_\_ Signature: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
 Date: \_\_\_\_\_ Signature: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_

*I/We (the tenant(s)) understand that unless otherwise noted, all discrepancies will be the tenant's responsibility and will be deducted from the security deposit at the time of move-out.*

Move-In Move-Out  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_  
 Landlord/Agent Signature: \_\_\_\_\_ Landlord/Agent Signature: \_\_\_\_\_

Landlord and Tenant acknowledge that video and/or photos (digital or otherwise) have been taken of the premises. The original copies/files are in the possession of the  Landlord /  Tenant.

Tenant's Forwarding Address:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_