

PRE MOVE-IN CHECKLIST FOR OWNER

DATE _____

- ___ 1. RE-KEY ALL LOCKS BETWEEN TENANTS
- ___ 2. MAKE SURE ALL WINDOWS AND DOORS OPERATE AND LOCK CORRECTLY
- ___ 3. CARBON MONOXIDE DETECTORS INSTALLED (ONE PER STORY)
- ___ 4. SMOKE DETECTORS REQUIRED FOR ALL BEDROOMS
- ___ 6. WATER HEATER TURNED ON AND DOUBLE STRAPPED
- ___ 7. FIREPLACE CLEANED AND SAFETY CHECK
- ___ 8. ALL APPLIANCES IN GOOD WORKING ORDER
- ___ 9. ALL LIGHTS, BULBS, AND SWITCHES WORKING PROPERLY
- ___ 10. ALL CARPETS PROFESSIONALLY CLEANED
- ___ 11. ENTIRE HOME PROFESSIONALLY CLEANED
- ___ 12. ANY FURNITURE OR JUNK REMOVED FROM HOME, GARAGE, YARDS
- ___ 13. CONTACT PAPER REMOVED FROM ALL CABINETS
- ___ 14. CHECK TOILETS AND FAUCETS FOR LEAKS
- ___ 15. CHECK CAULKING AROUND ALL TOILETS, TUBS, SINKS
- ___ 16. REPLACE WORN TOILET SEATS

- ___ 17. TIGHTEN ALL DOOR KNOBS, HANDLES, HINGES
- ___ 18. CHECK THAT ALL DOORS AND CLOSET DOORS OPERATE PROPERLY
- ___ 19. BATHTUB RE-GLAZED IF ANY SIGNS OF WEAR
- ___ 20. REPLACE BLINDS WHERE NEEDED
- ___ 21. REPLACE / REPAIR DAMAGED SCREENS
- ___ 22. CLEAN GUTTERS THOROUGHLY
- ___ 23. CHECK SPRINKLER TIMERS AND VALVES
- ___ 24. HOLES PATCHED AND INTERIOR WALLS, DOORS AND BASEBOARDS PAINTED
- ___ 25. REPLACE ALL SWITCH PLATES IF WORN OR DIRTY
- ___ 26. OUTSIDE GARBAGE CANS EMPTIED
- ___ 27. ALL KEYS AND GARAGE REMOTES PLACED IN KITCHEN DRAWER
- ___ 28. ALL OWNERS MANUALS AND WARRANTY INFO GIVEN TO PMI
- ___ 29. CHECK FURNACE / AC / CHANGE FILTERS
- ___ 30. CHECK WASHER, DRYER, HOSES AND VENTS
- ___ 31. ALL UTILITIES MUST BE TURNED ON
- ___ 32. ALARM CODE PROVIDED TO PMI

1. OWNER AGREES TO OVERSEE ALL THE ABOVE _____

2. OWNER AGREES TO HAVE PMI OVERSEE ALL THE ABOVE _____ OVERSIGHT FEE _____