



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 _____