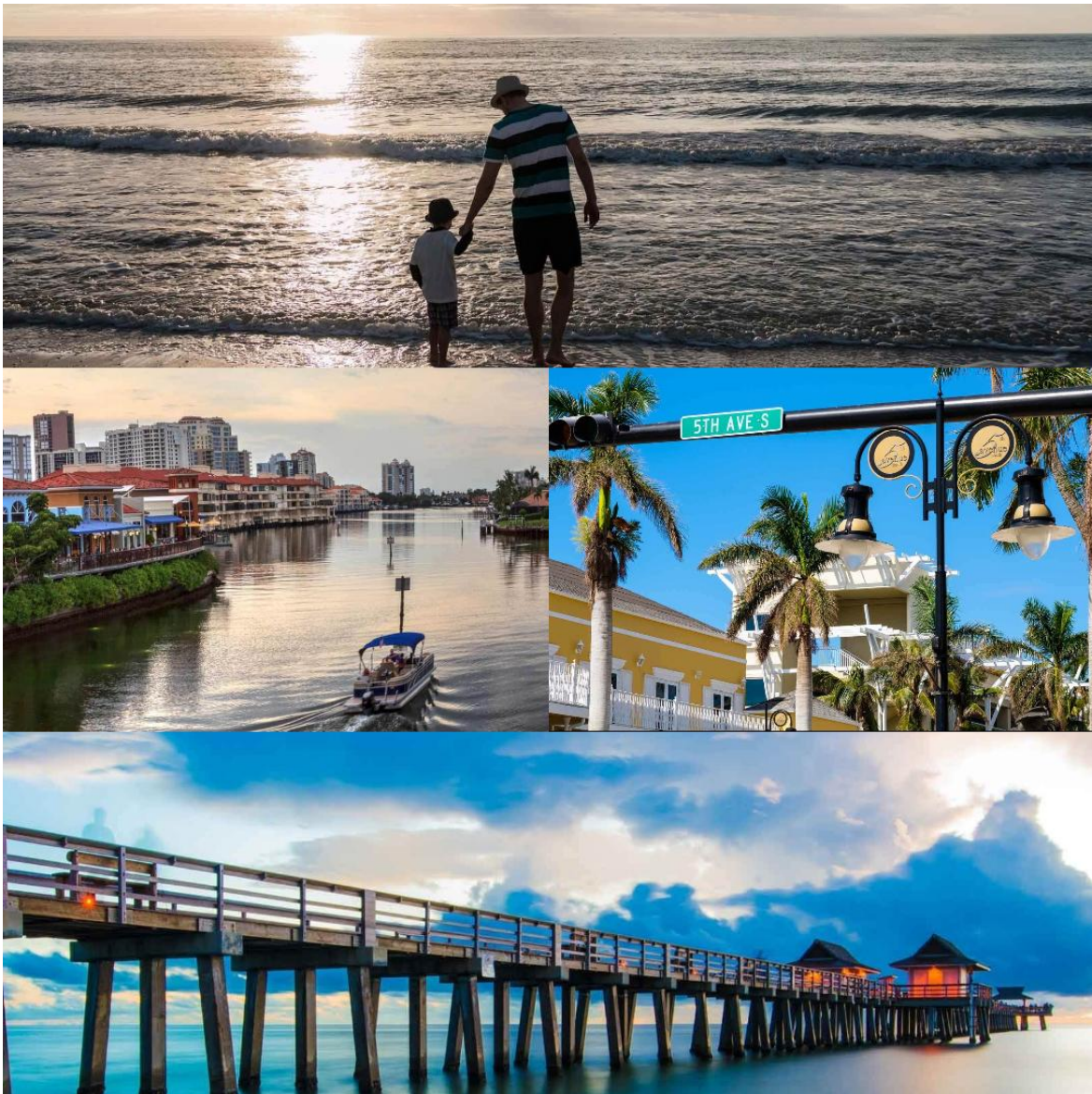




# PREMIER PROPERTY MANAGEMENT RESIDENT MOVE-IN CHECKLIST



(Last Updated: April 2022)

**Dear Resident,**

**Welcome & Thank you for entrusting Premier Property Management to help you with your home while you're here with us in Naples, FL!**

**We're glad to have you as part of the family and look forward to providing you Peace of Mind throughout your stay! Whether you're renting for the first time, looking to be regular Naples visitors, planning and/or preparing to purchase, etc. - please keep the Premier team in mind, as we're ready & willing to help assist in any and all ways possible.**

**Below, please find a Move-In Checklist that should be completed and returned to Premier Property Management within 7 days of your move-in. Please be as detailed as possible with photos & descriptions.**

**Best regards,**

**The Premier Property Management Team**



## MOVE-IN INSPECTION CHECKLIST

**Important Reminder:** please submit your detailed move-in checklist within 7 days of move-in to ensure that the condition of the home is documented and move-in ready. Any issues that need to be addressed should be uploaded to Property Meld in a “Move-in Checklist” meld submission.



<b>Move-In Inspection Checklist</b>		
Property Address: _____		Inspection Date: _____
Inspection Type: [ X ] Move-In		
<b>LIVING ROOM</b>	<b>Condition: New / Good / Fair / Poor / N/A</b>	<b>NOTES</b>
Walls		
Ceiling		
Flooring		
Doors & Locks		
Windows		
Curtain & Blinds		
Lighting		
Electrical Fixtures		
Heating & Cooling		
Others		
<b>KITCHEN</b>	<b>Condition: New / Good / Fair / Poor / N/A</b>	<b>NOTES</b>

Walls		
Ceiling		
Flooring		
Doors & Locks		
Windows		
Lighting		
Electrical Fixtures		
Cabinet Fixtures		
Counter Tops		
Sink		
Stove, Hood & Oven		
Refrigerator		
Dishwasher		
Others		
<b>BEDROOM 1</b>	<b>Condition: New / Good / Fair / Poor / N/A</b>	<b>NOTES</b>
Walls		
Ceiling		
Flooring		
Doors & Locks		
Windows		
Curtain & Blinds		
Lighting		
Electrical Fixtures		
Heating & Cooling		
Storage & Shelving		
Others		
<b>BEDROOM 2</b>	<b>Condition: New / Good / Fair / Poor / N/A</b>	<b>NOTES</b>
Walls		

Ceiling		
Flooring		
Doors & Locks		
Windows		
Curtain & Blinds		
Lighting		
Electrical Fixtures		
Heating & Cooling		
Storage & Shelving		
Others		
<b>BEDROOM 3</b>	<b>Condition: New / Good / Fair / Poor / N/A</b>	<b>NOTES</b>
Walls		
Ceiling		
Flooring		
Doors & Locks		
Windows		
Curtain & Blinds		
Lighting		
Electrical Fixtures		
Heating & Cooling		
Storage & Shelving		
Others		
<b>BATHROOMS</b>	<b>Condition: New / Good / Fair / Poor / N/A</b>	<b>NOTES</b>
Walls		
Ceiling		
Flooring		

Doors & Locks		
Windows		
Lighting		
Wash Basin		
Shower & Bathtub		
Toilet & Plumbing		
Mirrors		
Cabinet Fixtures		
Others		
<b>MISC</b>	<b>Condition: New / Good / Fair / Poor / N/A</b>	<b>NOTES</b>
Smoke Detectors		
Fire Extinguishers		
Stairs		
Hallways		
Deck, Patio & Balcony		
Garage		
Garden & Lawn		
Parking Area		
Others		
GENERAL CONDITION (please describe any damage or defects) -		
<p>* UPON COMPLETION OF THIS INSPECTION FORM, PLEASE CREATE A MOVE-INSPECTION Checklist Meld in Property Meld. **If not completed within 7 days of move-in, the unit will be deemed as in perfect condition.</p>		

## ABOUT PREMIER

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Premier Property Management is a locally owned, full-service Real Estate Brokerage firm that has grown its portfolio to approximately 1,000 properties over the last decade or so.

Our team prides itself on 25+ years of experience with finding properties for all of the incoming population to Naples, FL! Whether coming for a month to enjoy all the pleasures Naples has to offer, escaping the cold to move to Naples, or looking to upgrade your rental home, our team is here to help you find the perfect home.

Additionally, you will find that Premier is a customer-focused property management firm and that our services are consistently updated to exceed the ever-evolving demands within the marketplace.

Helping to coordinate maintenance service visits, helping to make rent payment as seamless as possible, helping tenants go from renter to owner, PPM will be here for you every step of the way.

## MOVE-OUT / Security Deposit Return Process

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- A. After vacating your rental unit, PPM will have 30 days to conduct the move-out inspection and complete the security deposit return process. Once processed the security deposit will be sent via Certified Mail within 5-7 business days.
- B. If you have any questions regarding the move-out process, please send directly to [deposits@naplesppm.com](mailto:deposits@naplesppm.com)
- C. All communication RE: the move-out, security deposit, etc. will need to take place in writing, so that PPM can coordinate between the property owner and the vacating tenant to come to full resolution.