

Encore Property Management Condition Report

To be completed and returned to our office for signature by no later than 7 days from date of move in. This report is to document any and all items of condition at the time you move in. Such as marks on walls/door frames, tears or holes in linoleum or carpeting, broken blinds or chips on window sills, chips in grout or countertops. **Please list items for "REPAIR" on the separate Repair Order Form provided and NOT ON THIS FORM and turn into office.**

**** NOTE: Your unit has been inspected and approved for cleaning prior to your move in. You signed statement on first page of your move in package acknowledging "all areas are clean, fully functional and fully acceptable". You were told all concerns with regards to "cleaning" were to be addressed PRIOR to signing your rental agreement. Therefore, cleaning opinions on this form will not be considered as documentation.**

Name: _____ Property # : _____
 Address: _____ Tenant # : _____

Telephone : _____

Exterior:
 Paint/facial trim _____
 Doors/door frames _____
 Screens _____

Entry:
 Floor _____
 Walls _____
 Baseboards _____
 Plates/Switches _____
 Light Fixtures _____

Living Room:
 Flooring _____
 Walls _____
 Baseboards _____
 Windows/Blinds _____
 Plates/Switches _____
 Light Fixtures _____

Kitchen:
 Flooring _____
 Walls _____
 Baseboards _____
 Windows/Blinds _____
 Plates/Switches _____
 Light Fixtures _____
 Countertops _____
 Range _____
 Refrigerator _____
 Dishwasher _____
 Microwave _____
 Sink _____
 Cabinets/Drawers _____

Bedroom # 1 MSTR
 Flooring _____
 Walls _____
 Baseboards _____
 Windows/Blinds _____
 Plates/Switches _____
 Light Fixtures _____
 Doors _____
 Closet Doors _____

Bedroom # 2
 Flooring _____
 Walls _____
 Baseboards _____
 Windows/Blinds _____
 Plates/Switches _____
 Light Fixtures _____
 Doors _____
 Closet Doors _____

Bedroom # 3
 Flooring _____
 Walls _____
 Baseboards _____
 Windows/Blinds _____
 Plates/Switches _____
 Light Fixtures _____
 Doors _____
 Closet Doors _____

Den/Bonus/Bed # 4
 Flooring _____
 Walls _____
 Baseboards _____
 Windows/Blinds _____
 Plates/Switches _____
 Light Fixtures _____
 Doors _____
 Closet Doors _____

Below to be completed by Encore Property Management Staff

Date Received: _____

Repairs Separate: _____

Received by: _____
 8/2015..

Repairs Assigned To: _____