



**WISCONSIN REALTORS® ASSOCIATION**  
 4801 Forest Run Road  
 Madison, Wisconsin 53704

**MOVE-IN / MOVE-OUT REPORT**

1 **LANDLORD:** \_\_\_\_\_ **TENANT(S):** \_\_\_\_\_  
 2 Address: \_\_\_\_\_  
 3 \_\_\_\_\_  
 4 Telephone: \_\_\_\_\_  
 5 **MANAGER:** \_\_\_\_\_ Unit No.: \_\_\_\_\_  
 6 Address: \_\_\_\_\_ Property: \_\_\_\_\_  
 7 \_\_\_\_\_ Move-In Date: \_\_\_\_\_  
 8 Telephone: \_\_\_\_\_ Move-Out Date: \_\_\_\_\_

9 Please complete the *Move-In Exceptions* and the *Move-In Comments* section, sign the Report, and return to Manager, or to Landlord if no Manager, by the 8th day of your tenancy. The  
 10 premises are being delivered in clean, sanitary and good operation condition, with no spots, stains, marks, damages or deteriorated paint, unless otherwise noted below in the "Move-In  
 11 Exceptions" column. This is not a request for maintenance. Contact the manager or landlord if maintenance is required. The following list of items is not comprehensive, but rather gives  
 12 a sample of areas where tenant may note damage. "Deteriorated paint" means paint that is cracking, flaking, chipping, peeling, chalking or otherwise separating from the surface to  
 13 which it has been applied. Deteriorated paint also includes worn or damaged paint on a friction or an impact surface. Deteriorated paint does not include paint where nail holes, hair-line  
 14 cracks, or small nicks or scratches resulting from normal wear-and-tear are present, provided all layers of paint remain securely bonded to the substrate.

15	Item	Move-In Exceptions	Move-Out Exceptions	Itemized Charges
16	<b>LIVING ROOM, DINING &amp; HALLS</b>			
17	Walls/Ceiling	_____	_____	_____
18	Floor/Carpet	_____	_____	_____
19	Closets/Doors/Locks	_____	_____	_____
20	Lights/Mirrors	_____	_____	_____
21	Drapes/Rods/Blinds	_____	_____	_____
22	Windows/Tracks/Screens	_____	_____	_____
23	Fireplace	_____	_____	_____
24	Deteriorated Paint	_____	_____	_____
25	<b>KITCHEN</b>			
26	Walls/Ceiling	_____	_____	_____
27	Floor	_____	_____	_____
28	Counter Tops/Tile	_____	_____	_____
29	Cabinets	_____	_____	_____
30	Oven/Stove	_____	_____	_____
31	Hood/Fan/Lights	_____	_____	_____
32	Dishwasher/Refrigerator	_____	_____	_____
33	Sink/Faucet/Disposal	_____	_____	_____
34	Windows/Doors/Screens	_____	_____	_____
35	Deteriorated Paint	_____	_____	_____
36	<b>BEDROOMS</b>	Specify Bedroom #1, #2 or #3	Specify Bedroom #1, #2 or #3	
37	Walls/Ceiling	_____	_____	_____
38	Floor/Carpet	_____	_____	_____
39	Lights/Mirrors	_____	_____	_____
40	Drapes/Rods/Blinds	_____	_____	_____
41	Windows/Tracks/Screens	_____	_____	_____
42	Closets/Doors/Shelves	_____	_____	_____
43	Deteriorated Paint	_____	_____	_____
44	<b>BATHROOMS</b>	Specify Bathroom #1, #2 or #3	Specify Bathroom #1, #2 or #3	
45	Walls/Ceiling	_____	_____	_____
46	Floor	_____	_____	_____
47	Cabinets/Mirrors	_____	_____	_____
48	Sink	_____	_____	_____
49	Tub/Shower	_____	_____	_____
50	Tile/Grout	_____	_____	_____
51	Lights/Vent Fan	_____	_____	_____
52	Toilets	_____	_____	_____
53	Windows/Doors	_____	_____	_____
54	Towel Bars/Accessories	_____	_____	_____
55	Deteriorated Paint	_____	_____	_____
56	<b>EXTERIOR</b>			
57	Balcony/Deck/Patio	_____	_____	_____
58	Storage/Parking Area	_____	_____	_____
59	Garden/Plants/Grass	_____	_____	_____
60	Deteriorated Paint	_____	_____	_____
61	<b>MISCELLANEOUS</b>			
62	Washer/Dryer	_____	_____	_____
63	Heat/Air Conditioning	_____	_____	_____
64	Number of Keys	_____	_____	_____
65	Locks	_____	_____	_____
66	_____	_____	_____	_____
67	_____	_____	_____	_____

	MOVE-IN COMMENTS	MOVE-OUT COMMENTS
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74 Tenant has inspected the above premises prior to occupancy and accepts it subject to the conditions and/or exceptions noted above. Tenant agrees to deliver the premises in like the condition  
 75 upon termination of tenancy, normal wear and tear excepted. If more than one tenant, one of the Tenants acting as Tenant Representative has completed and signed this Move-In report.

76 \_\_\_\_\_ Date \_\_\_\_\_  
 77 (Signature of Tenant Representative) ▲

78 **ITEMIZED CHARGE SUMMARY**

79 **KEYS/LOCKS:** Unit \$ \_\_\_\_\_, Entry \$ \_\_\_\_\_, Mailbox \$ \_\_\_\_\_, Other \$ \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_  
 80 **CLEANING:** \_\_\_\_\_ Hours x \$ \_\_\_\_\_ Wage Rate - \$ \_\_\_\_\_; Materials-Supplies \$ \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_  
 81 \_\_\_\_\_ Hours x \$ \_\_\_\_\_ Wage Rate - \$ \_\_\_\_\_; Materials-Supplies \$ \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_  
 82 Carpet \$ \_\_\_\_\_ Drapes \$ \_\_\_\_\_ Other \_\_\_\_\_ \$ \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_  
 83 **PAINTING:** \_\_\_\_\_ Hours x \$ \_\_\_\_\_ Wage Rate - \$ \_\_\_\_\_; Materials-Supplies \$ \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_  
 84 **REPAIRS:** \_\_\_\_\_ Hours x \$ \_\_\_\_\_ Wage Rate - \$ \_\_\_\_\_; Materials-Supplies \$ \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_  
 85 \_\_\_\_\_ Hours x \$ \_\_\_\_\_ Wage Rate - \$ \_\_\_\_\_; Materials-Supplies \$ \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_  
 86 \_\_\_\_\_ Hours x \$ \_\_\_\_\_ Wage Rate - \$ \_\_\_\_\_; Materials-Supplies \$ \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_  
 87 **UNPAID RENT:** Dates from \_\_\_\_\_ to \_\_\_\_\_ \$ \_\_\_\_\_, Late fee(s) \$ \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_  
 88 **UTILITY BILLS:** \_\_\_\_\_ **OTHER:** \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_  
 89 *NOTE: Amounts followed by an "E" indicate estimated charges. All other amounts indicate actual charges.*  
 90 *Attach copies of all itemized invoices, estimates and receipts to this report.* TOTAL CHARGES: \$ \_\_\_\_\_

	SUMMARY OF SECURITY DEPOSIT CHARGES AND CREDITS:	TENANT FORWARDING ADDRESS:
92	Security Deposit \$ _____	_____
93	Interest Due, if any \$ _____	_____
94	Prepaid Rent: from _____ to _____ \$ _____	_____
95	Other: _____ \$ _____	_____
96	Total Credits \$ _____	_____
97	Less TOTAL CHARGES \$ _____	New Telephone No.: _____
98	Balance Due from/Due to Tenants \$ _____	_____
99		_____
100	Received on _____ Issued on _____	Prepared By ▲ _____ Date ▲ _____

101 **NOTES:** \_\_\_\_\_  
 102 \_\_\_\_\_  
 103 \_\_\_\_\_  
 104 \_\_\_\_\_  
 105 \_\_\_\_\_  
 106 \_\_\_\_\_  
 107 \_\_\_\_\_  
 108 \_\_\_\_\_