

# MOVE-IN/MOVE-OUT REPORT

## REGATTA REAL ESTATE MANAGEMENT, INC.

Miami Beach, Florida 33139  
(305) 673-1940

TENANT	
UNIT NO.	PROPERTY
MOVE-IN DATE	MOVE-OUT DATE

*The premises are being delivered in clean, sanitary, and good operating condition, with no spots, stains, marks or damages, unless otherwise noted below in the "Move In Exceptions" box.*

ITEM	MOVE-IN EXCEPTIONS	MOVE-OUT CONDITION	ITEMIZED CHARGES IF APPLICABLE
<b>LIVING ROOM, DINING &amp; HALLS</b>			
Walls/Ceiling .....			
Floor/Carpet .....			
Closets/Doors/Locks .....			
Lights/Mirrors .....			
Drapes/Rods/Blinds .....			
Windows/Tracks/Screens .....			
Fireplace .....			
<b>KITCHEN</b>			
Walls/Ceiling/Floor .....			
Counter Tops/Tile .....			
Cabinets/Closets .....			
Oven/Stove .....			
Hood/Fan/Lights .....			
Refrigerator .....			
Dishwasher .....			
Sink/Faucet/Disposal .....			
Windows/Doors/Screens .....			
<b>BEDROOMS</b>	Specify Bedroom #1, #2, or #3	Specify Bedroom #1, #2, or #3	
Walls/Ceiling .....			
Floor/Carpet .....			
Lights/Mirrors .....			
Drapes/Rods/Blinds .....			
Windows/Tracks/Screens .....			
Closets/Doors/Shelves .....			
<b>BATHROOMS</b>	Specify Bathroom #1, #2, or #3	Specify Bathroom #1, #2, or #3	
Walls/Ceiling .....			
Floor .....			
Cabinets/Mirrors .....			
Sink .....			
Tub/Shower .....			
Tile/Grout .....			
Lights/Vent Fan .....			
Toilets .....			
Windows/Doors .....			
Towel Bars/Accessories .....			
<b>WASHER/DRYER</b> .....			
<b>HEAT/AIR CONDITIONING</b> .....			
<b>BALCONY/DECK/PATIO</b> .....			
<b>STORAGE/PARKING AREA</b> .....			
<b>GARDEN/PLANTS/GRASS</b> .....			
<b>SMOKE DETECTOR</b> .....			
<b>NUMBER OF KEYS</b> .....	Unit    Entry    Mailbox    Other	Unit    Entry    Mailbox    Other	

MOVE-IN COMMENTS	MOVE-OUT COMMENTS

*Tenant has inspected the above premises prior to occupancy and accepts it with the conditions and/or exceptions noted above. Tenant agrees to deliver the premises in like condition upon termination of tenancy, normal wear and tear excepted.*

Tenant \_\_\_\_\_ Date \_\_\_\_\_  
 Management \_\_\_\_\_ Date \_\_\_\_\_

ITEMIZED CHARGES	
KEYS/LOCKS: Unit \$ _____, Entry \$ _____, Mailbox \$ _____, Other \$ _____, TOTAL: _____	
CLEANING: General \$ _____, Carpet \$ _____, Drapes \$ _____, Other _____, \$ _____, TOTAL: _____	
PAINTING: \$ _____, REPAIRS \$ _____, REPLACEMENTS \$ _____, DEBRIS REMOVAL \$ _____, TOTAL: _____	
UNPAID RENT: Dates from _____ to _____ \$ _____, Late fee(s) \$ _____, TOTAL: _____	
OTHER: _____, TOTAL: _____	
<b>TOTAL CHARGES: \$ _____</b>	

CREDITS/SUMMARY	FORWARDING ADDRESS
Security Deposit .....	
Prepaid Rent: from _____ to _____ \$ _____	
Other: _____ \$ _____	
TOTAL CREDITS: .....	
Less TOTAL CHARGES: .....	
<input type="checkbox"/> Balance Due from Tenant: Rec'd on _____ \$ _____	
<input type="checkbox"/> Refund to Tenant: Issued on _____ \$ _____	
	New Telephone # _____
	PREPARED BY _____ DATE _____