



## JACKSONS LANDING

### Move In/ Out Inspection Report

Date: .....

Resident Name: .....

Building: .....

Apartment: .....

Start time: ..... Finish Time: .....

Both parties agree that prior/during and after a move in has been completed that all area have been left clean and tidy and in order with all/any breakages and damages reported.

#### Pre-Move Inspection

Resident: ..... Security Officer: .....

Date: ..... Date: .....

#### Post Move Inspection

Resident: ..... Security Officer: .....

Date: ..... Date: .....

#### Condition Report

Location	Pre	Post	Comments (* required)
Loading Dock Area			
Freight Lift			
Car Park			
Lift			
Residential Lobby			
Other Areas & Passages			
Lift Mats Up (Pre) Taken Down (Post)			*
Lift Key issued (Pre) Returned (Post)			*
Doors Opened (Pre) & Secured (Post)			*
Mats and Floor Mats Packed Away			*
Any Barriers Raised then Lowered			*
Confirmed by Controller			

#### **Breakages / Damage**

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**Lift Mats Removed & Stored / Lift Returned To Normal Operation**

**By: -----(PRINT)**