Move - In Walk Thru

Address: _____

Date: _____

- Accept
- Decline

The move-in walk thru_____
Resident's Signature

TIP: Take paper/pen to write down any work orders/issues

- Mailbox: locate mailbox and make sure keys work (if given by former Resident)
- Landscaping: we mow/edge (they maintain flower beds and shrubbery)
- Thermostat: how we set
- Explain that it doesn't regulate temperature but just heats/cools based on knob setting and temperature input
- Run complete cycle before changing temperature more than once (approximately forty-five (45) minutes.
- Windows: show how to open/close/lock
- Trash/Recycling: locate bins and check to make sure it is in good condition, explain trash day (Tuesdays, at Maxwell and Fridays at Gunter Annex; Wednesdays, recycle at both bases)
- Icemaker: turn on, explain how to start/stop ice production (push metal arm down to start and up to stop)
- Oven: explain self-cleaning feature (if available), also if it is self-cleaning they cannot use oven cleaner
- Lights: turn on all lights to make sure they work. Explain that we replace fluorescent bulbs (Kitchen, but do not replace standard light bulbs)
- Garbage Disposal: run disposal, explain items that cannot go down disposal (ie. Potato peels, grease, macaroni, etc.)
- Dishwasher: run dishwasher to make sure it is getting water to top. Some units have light switch that needs to be turned on for it to work. Please point out to tenant if switch is required to turn on dishwasher
- Air Filters: locate air filter locations and show them how to change it. Usually, the second level units have filters both upstairs and downstairs. Inform them that they need to replace them monthly and can pick up new ones. Make sure they write down the size before coming to the maintenance office.
- Breaker Box: locate/show resident how to turn off/on. Explain that if they should lose power to just one area of the home they need to flip the breakers in the breaker box to see if this will trigger it back on. Too many items connected on one plug can cause a breaker to trip.
- Questions ? Give them a business card and tell them to call with any issues.