MOVE OUT INSPECTION WORKSHEET
(COMPLETE FOR EVERY MOVE-OUT)

CAMBRIDGE
real estate services
PO Box 2968, Portland, Oregon 97208

☒ OCCUPIED ☐ UNOCCUPIED 027231

PROPERTY NO.	PROPERTY NAME	APARTMENT #
OR768	Happy Apartments Pitt	6724

RESIDENT LAST NAME(S)

MOVE IN	ACTUAL MOVE OUT DATE	CHARGE RENT UNTIL	TRANSFER	NEW UNIT #
2, 15, 12	7, 31, 12	7, 31, 12	☐	

SECURITY DEPOSIT	READY TO RENT	NORMAL/ EARLY	SKIP	OFFICE TERM	FED	DECEASED
$ 1100	8, 10, 12	☒	☐	☐	☐	☐

FORWARDING ADDRESS 12 5th Street New York, NY 97717

WEAR & TEAR PROVISION FROM RENTAL AGREEMENT

CLEANING	2	HRS.
WINDOWS	18	MOS.
CARPET	N/A	MOS.
PAINTING	18	MOS

☐ WEAR & TEAR NOT APPLICABLE (NON-STD.LEASE)

	L/RM D/RM HALL	KITCH	BTH #1	BTH #2	B/RM #1	B/RM #2	B/RM #3	B/RM #4	TOTAL CHARGES	RESIDENT SHARE
PAINTING										
WALLS/CLOSETS	(120)	(40)	(35)	35	(40)	40	40	40	235	200
POPCORN CEILING	100				(35)	35	35	35	35	ø
FLAT/BROCADE CEILING	90	(35)	25	25	35	35	35	35	35	35
2ND COAT	65	25	25	25	(25)	25	25	25	25	25
TOWNHOUSE	75									
NON-STANDARD PAINTING	DESCRIBE: Dry bar — 2 HOURS @ $45/HR								90	ø
	DOORS: FRONT + INTERIOR — 7 DOORS @ $35/EA								245	225
CLEANING	(28)	(70)	(28)	28	(14)	14	14	14	140	75
NON-STANDARD CLEANING	DESCRIBE: Garage — 1 HOURS @ $28/HR								28	28
SANITIZE ONLY	NORMAL WEAR AND TEAR							65		NO CHARGE
MINOR MAINTENANCE	← (25) →		12		(8)	8	8	8	33	NO CHARGE
BLIND CLEANING	WIPE DOWN 2 @ 6= 12								12	NO CHARGE
VENDOR CHARGES	WASH 3 @ 12= 36								36	24
CARPET SHAMPOOING	INDICATE VENDOR EXTRAS BELOW				VENDOR CHARGE →				60	60
CARPET INSPECTION					VENDOR CHARGE →					
SUB-FLOOR SEALING	50				50	50	50	50		
EXTERMINATING	TYPE				VENDOR CHARGE →					
KEY REPLACEMENT	NO. OF KEYS @ $10/EA	LOCK REPLACEMENT			NO. OF LOCKS @ $20/EA →					
GOODS REMOVAL	LOADS 1	PRORATE REMOVAL @ $100/ TRUCKLOAD OR ACTUAL REMOVAL COST							100	100
UTILITIES	DESCRIBE									
FED COSTS										
LEASE BUY-OUT	☐ PAID IN JOURNAL #	☒ UNPAID AT MOVE OUT							1200	1200
CONCESSION RECOVERY	☐ PAID IN JOURNAL #	☐ UNPAID AT MOVE OUT								
CARPET REPLACEMENT										
VINYL REPLACEMENT	BATH VINYL - ORIGINAL FLOOR								375	—
DOOR REPLACEMENT										
COUNTERTOPS										
REPAIR/REPLACEMENT	NEW DOOR HINGES & KNOBS								165	—
REPAIR/REPLACEMENT	DINING LIGHT FIXTURES								109	—
REPAIR/REPLACEMENT	UPGRADE PATIO BLIND								60	—
REPAIR/REPLACEMENT	NEW RANGE - UPGRADE								60	—
REPAIR/REPLACEMENT										
REPAIR/REPLACEMENT										
REPAIR/REPLACEMENT										
									$3043 ▲ GRAND TOTAL	$1982 ▲ GRAND TOTAL

DO NOT WRITE HERE

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SUPERVISOR INITIALS _____

(1) CENTRAL OFFICE MOVE-OUT FILE