NLC RESIDENTIAL

INSPECTION · TENANT FORM

Move-in and move-out inspection form

EDITION 2026 · NLC RESIDENTIAL GROUP LLC

Property management for owners who want the door run properly: one point of contact, statutory deadlines met, and a written record of everything done to the property.

Cumberland
HOKE & ROBESON

Full service
IN EN AND ES

NLC Residential Group LLC
Real People. Real Service. Real Results.

(910) 703-7164 · nehemias@nlcresidential.com · nlcresidential.com

Move-in and move-out inspection form

This form records the condition of your home on the day you move in and again on the day you move out. Walk through with us, note anything you see, and take dated photographs of anything you want on record. Both of us sign, and you keep a copy.

PROPERTY ADDRESS _____ UNIT _____

TENANT(S) _____ LEASE START _____ LEASE END _____

CONDITION KEY

N New or as-new · **G** Good, normal use · **F** Fair, works with visible wear · **P** Poor, describe it and photograph it · **M** Missing or not working

ROOM BY ROOM

ROOM	AT MOVE-IN (N G F P M)	NOTES AT MOVE-IN	AT MOVE-OUT (N G F P M)	NOTES AT MOVE-OUT	PHOTO #
Entry					
Living					
Kitchen					
Dining					
Primary bedroom					
Bedroom 2					
Bedroom 3					
Bedroom 4					
Primary bath					
Bath 2					
Hall / stairs					
Laundry					
Garage					
Exterior / yard					

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APPLIANCES AND SYSTEMS

ITEM	WORKS AT MOVE-IN	WORKS AT MOVE-OUT	NOTES
Range / oven	☐	☐	
Refrigerator	☐	☐	
Dishwasher	☐	☐	
Microwave	☐	☐	
Washer	☐	☐	
Dryer	☐	☐	
Heating	☐	☐	
Cooling	☐	☐	
Water heater	☐	☐	
Garbage disposal	☐	☐	
All toilets flush and refill	☐	☐	
No leaks under any sink	☐	☐	

SAFETY

ITEM	WORKING AT MOVE-IN	WORKING AT MOVE-OUT	NOTES
Smoke alarms (every one)	☐	☐	
Carbon monoxide alarms	☐	☐	
Every exterior door lock	☐	☐	
Every ground-floor window latch	☐	☐	

Smoke alarms are tested and fitted with new batteries at the start of each tenancy. You were shown the water shut-off, the electrical panel, and how to report an emergency.

KEYS AND METERS

DOOR KEYS	MAILBOX KEYS	REMOTES	FOBS
ELECTRIC METER AT MOVE-IN	GAS METER AT MOVE-IN	WATER METER AT MOVE-IN	UTILITIES IN YOUR NAME FROM
KEYS RETURNED	ELECTRIC METER AT MOVE-OUT	GAS METER AT MOVE-OUT	WATER METER AT MOVE-OUT

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YOUR SECURITY DEPOSIT

- ☐ We tell you in writing the name and address of the bank holding your deposit. Within 30 days of your tenancy beginning — G.S. §42-50.
- ☐ When your tenancy ends we send an itemized accounting and any refund. Within 30 days of the end of the tenancy — G.S. §42-52. If the full amount cannot be determined by then, we send an interim accounting and a final one within 60 days.
- ☐ Please give us a forwarding address in writing so your refund reaches you.

NORMAL WEAR AND DAMAGE

ORDINARY WEAR: NOT CHARGED TO YOU	DAMAGE BEYOND ORDINARY WEAR: MAY BE CHARGED, WITH A PHOTOGRAPH AND A QUOTE OR INVOICE
Carpet worn along walkways	Burns, tears or pet stains in carpet
Small nail holes from hanging pictures	Holes in drywall, or anchors torn through
Faded or lightly scuffed paint	Unapproved paint colour, crayon or heavy marking
Worn seals, dulled grout, loose handles	Broken fixtures, cracked tile, missing hardware
Appliance wear consistent with age	Appliance damaged by misuse, or missing
Dust and light soiling	Heavy soiling that needs a deep clean
A leak you reported promptly	Mould from a leak that was never reported

If you notice something not recorded on this form, tell us in writing and we will add it to your file. Keep your copy of this form and your photographs.

MOVE-IN SIGNATURES

TENANT SIGNATURE _____ DATE _____

TENANT SIGNATURE _____ DATE _____

NLC REPRESENTATIVE _____ DATE _____

MOVE-OUT SIGNATURES

TENANT SIGNATURE _____ DATE _____

TENANT SIGNATURE _____ DATE _____

NLC REPRESENTATIVE _____ DATE _____

FORWARDING ADDRESS _____ DATE _____

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