

Diamond PM Inc. Tenant Move-In Checklist

1. General

- Collect all keys, gate cards, and/or garage openers.
- Ensure all utilities (electricity, water, gas) are set up and functioning.
- Test all light switches and fixtures.
- Ensure smoke detectors and carbon monoxide detectors are working.
- Check heating and cooling systems for proper operation.

2. Living Room

- Inspect walls, ceiling, and floors for any damage or stains.
- Verify all electrical outlets are functioning.
- Ensure windows and doors open, close, and lock properly.
- Inspect blinds or curtains for cleanliness and proper operation.

3. Kitchen

- Inspect countertops and cabinets for any damage or cleanliness.
- Test all appliances (stove, oven, refrigerator, microwave, dishwasher).
- Check for any leaks under the sink and around plumbing fixtures.
- Ensure garbage disposal is working.
- Verify that the exhaust fan/light above the stove is operational.

4. Bedrooms

- Inspect walls, ceiling, and floors for any damage or stains.
- Test all electrical outlets and light switches.
- Ensure windows and doors open, close, and lock properly.
- Inspect closets for cleanliness and functionality.

5. Bathrooms

- Check for any leaks under the sink and around plumbing fixtures.
- Test the toilet, sink, and shower/bathtub for proper operation.
- Inspect the condition of tiles, grout, and caulking.
- Verify that the exhaust fan is working.
- Ensure mirrors, countertops, and cabinets are clean.

6. Laundry Area (if applicable)

- Inspect washer and dryer for proper operation.
- Check for any leaks or damage around plumbing fixtures.
- Ensure the dryer vent is clean and unobstructed.

7. Other Areas

- Inspect balconies, patios, or decks for any damage and cleanliness.
- Check storage areas or garages for cleanliness and proper operation.

8. Final Steps

- Take photos of the apartment for your records.
 - Document any existing damage or concerns and notify Diamond PM Inc via Email.
-

Diamond PM Inc. Tenant Move-Out Checklist

1. General

- Schedule and complete a pre-move-out inspection with Diamond PM Inc.
- Ensure all personal belongings are removed from the apartment.
- Clean all rooms thoroughly.

2. Living Room

- Clean entire area.
- Remove any nails, hooks, or adhesives from walls.
- Wipe down baseboards, windowsills, and blinds/curtains.
- Vacuum and/or mop floors.

3. Kitchen

- Clean countertops, cabinets (inside and out), and backsplash.
- Thoroughly clean all appliances (stove, oven, refrigerator, microwave, dishwasher).
- Empty and clean the refrigerator and freezer; leave the door open.
- Clean the sink and ensure the garbage disposal is empty and operational.
- Wipe down all surfaces, including the exhaust fan/light above the stove.

4. Bedrooms

- Clean entire area.
- Remove any nails, hooks, or adhesives from walls.
- Wipe down baseboards, windowsills, and blinds/curtains.
- Vacuum and/or mop floors.
- Clean closets (shelves, walls, floors).

5. Bathrooms

- Clean the toilet, sink, and shower/bathtub thoroughly.
- Scrub tiles, grout, and caulking.
- Wipe down mirrors, countertops, and cabinets.
- Remove any personal items and clean under the sink and around plumbing fixtures.

6. Laundry Area (if applicable)

- Clean washer and dryer (inside and out) if it is in unit.
- Remove lint from the dryer vent.
- Wipe down all surfaces and check for any leaks or damage.

7. Other Areas

- Sweep and clean balconies, patios, or decks.
- Remove all items and clean storage areas or garages.
- Dispose of all trash and recycling properly.

8. Final Steps

- Take photos of the apartment for your records.
- Complete any final touch-ups.
- Return all keys, gate cards, and/or garage openers to Diamond PM Inc.