



Information Verification Request

To ensure that you receive the best possible service from Louise Beck Properties, Inc. please take a moment to fill-out this Information Verification Request, and return it to us with your Move-In Inspection **no later than 10 days after the start of your lease.**

Property Address: _____

Please put asterisks by the best way(s) to reach you between the hours of 8:30am and 5:00pm, Monday-Friday

Home Phone #: _____

Tenant Name: _____
Cell #: _____ Work #: _____
E-Mail: _____

Tenant Name: _____
Cell #: _____ Work #: _____
E-Mail: _____

Tenant Name: _____
Cell #: _____ Work #: _____
E-Mail: _____

Tenant Name: _____
Cell #: _____ Work #: _____
E-Mail: _____

MOVE-IN INSPECTION FORM

PROPERTY/LOCATION _____ INSPECTION DATE _____

Instructions: Please mark each item for its existing condition. Provide any remarks that describe conditions upon move in.

EXTERIOR	EXISTING CONDITION		Description
	Good Condition	Other	
Foundation			
Walls			
Roof			
Electric Fixtures			
Windows/Screen			
Exterior Doors			
Gutters			
Shutters			
Mailbox			
Porch Deck			
GROUNDS			
Lawn			
Shrubs/Trees			
Walks			
Driveway			
Fence			
Exterior Storage			
SYSTEMS			
Cooling System			
Heating System			
Electrical			
Plumbing			
Security			
Water Softener			
Sump Pump			
Garage Door			
Water Heater			
Lawn Sprinkler			
LIVING ROOM			
Floor			
Walls			
Ceiling			
Electric Fixtures			
Windows			
Doors/Locks			
Closet			

Tenant Initials _____ Landlord Agent Initials _____



