



OWNER'S PRE MOVE-IN CHECKLIST

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| <p>_____ 1. Make sure all windows and doors operate and lock correctly</p> <p>_____ 2. Smoke detectors required in each bedroom</p> <p>_____ 3. Carbon monoxide detectors installed (one per story)</p> <p>_____ 4. Rekey all locks between tenants</p> <p>_____ 5. Water heater turned on</p> <p>_____ 6. Fireplace cleaned and safety check</p> <p>_____ 7. All appliances in good working order</p> <p>_____ 8. All lights, bulbs, and switches working properly</p> <p>_____ 9. Carpet professionally steam cleaned</p> <p>_____ 10. Entire home professionally cleaned</p> <p>_____ 11. Any furniture or junk removed from home, closets, cabinets, garage, yard, shed, etc.</p> <p>_____ 12. Contact paper removed from all cabinets</p> <p>_____ 13. Check toilets and faucets for leaks, and that all water shutoff valves work correctly</p> <p>_____ 14. Check caulking around all toilets, tubs, sinks</p> <p>_____ 15. Replace worn toilet seats</p> <p>_____ 16. Bathtub re-glazed if needed due to wear</p> <p>_____ 17. Cabinet hinges all work properly</p> <p>_____ 18. Tighten all door knobs, handles, hinges</p> <p>_____ 19. Check that all closet doors operate properly</p> | <p>_____ 20. All blinds work correctly (replace as needed)</p> <p>_____ 21. Replace/repair damaged window screens</p> <p>_____ 22. Replace worn/dirty switch plates</p> <p>_____ 23. Holes patched, and interior walls, doors, and baseboards painted</p> <p>_____ 24. All ceiling fans operate properly</p> <p>_____ 25. Check that Door bell works properly</p> <p>_____ 26. Front door has a peep hole viewer</p> <p>_____ 27. Check sprinkler timers and valves (timer set according to any city watering restrictions)</p> <p>_____ 28. Gutters thoroughly cleaned</p> <p>_____ 29. Outside garbage cans emptied</p> <p>_____ 30. Check washer/dryer hoses and vents, and water shutoff valves</p> <p>_____ 31. Check furnace/AC. Change filter</p> <p>_____ 32. All utilities turned on</p> <p>_____ 33. All keys and remotes placed in kitchen drawer</p> <p>_____ 34. All owners manuals and warranty info given to PMI</p> <p>_____ 35. Alarm code provided to PMI</p> <p>_____ 36. Pool/spa filter cleaned</p> <p>_____ 37. Pool/spa thoroughly cleaned</p> <p>_____ 38. Pool/spa chemicals properly balanced</p> |
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1. Owner agrees to oversee all of the above: _____

2. Owner agrees to have PMI oversee all of the above: _____ Oversight fee _____

3. Date: _____