

MOVING INFORMATION FORM AND CHECKLIST

Unit Number _____

Date and Time of Move _____

Owner _____

Move Cleared with Owner? Yes/No

Name of Tenant Moving In/Out _____

Phone Number _____

Names of Occupants _____

Professional Movers? Yes/No

\$250 Fee Received? Yes/No Date _____

Procedures Explained Yes/No Date _____

Pre-Inspection Performed By: _____ Time _____
Comments: _____

Post-Inspection Performed By: _____ Time _____
Comments: _____