

Move In / Move Out Common Areas Inspection Form



Before you move either in or out of the community, a joint inspection will be conducted to assess the condition of the common areas. This will ensure that you are not held liable for anything for which you are not responsible and we can arrange to make any necessary repairs immediately. Please fill in your details and hand this form to the concierge in your building.

Contact details (to be completed by the occupant)

Community:	<input type="text"/>	Unit no:	<input type="text"/>	Street no:	<input type="text"/>
				(if applicable)	
Contact no:	<input type="text"/>	Owner:	<input type="checkbox"/>	Tenant:	<input type="checkbox"/>

Common area (route) pre-inspection (to be completed by moving company and the security)

Moving company:

Supervisor:

Mobile no.:

Date and time:

Signature:

Security representative:

Mobile no.:

Notes:

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Common area (route) post-inspection (to be completed by the security and moving company)

Any damage incurred? Yes No

If yes, give a detailed description of the damage caused:

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Proceed for charge follow up? Yes No

Garbage cleared? Yes No

Name:

Mobile no:

Date and time:

Signature:

For office use only:

Received date:

Are all checks conducted as per policy? Yes No

Received by:

Initiate back charge? Yes No

Damage amount:

Signature: