

Move In Room Inspection Form

This form is designed to assist you in recording the condition of your unit upon moving in. For each item, please indicate the most appropriate answer, and then describe any problems as clearly as possible. Detailed answers will prevent you from being charged for damages upon move out for which you were not responsible. Once you have completed your room inspection form, please submit it and any supporting documents or pictures to leasing@rpg-mail.com within seven (7) days. Inspection forms not returned within seven (7) days of move-in shall be disregarded.

This form does not serve as a repair request. If something in your unit requires repair, please submit a work order at <https://ato.org/rpg/> selecting the Maintenance Portal. No work will be authorized from this form.

Tenant Name *

School/University *

Room Number *



Is the ceiling free of damage, stains, graffiti, and wall stickies? *

- Yes
- No

Are the walls free of damage, stains, graffiti, and wall stickies? *

- Yes
- No

Is the flooring free of damage, stains, graffiti, and wall stickies? *

- Yes
- No

If applicable, are closet doors or drawers intact and working properly? *

- Yes
- No
- N/A

Was your unit empty of furniture and belongings upon move in? *

- Yes
- No

Was your unit reasonably clean upon move in? *

- Yes
- No

General Pictures *



Browse Files

Drag and drop files here

Include a picture of each damage and a larger spacial photo.

Doors and Windows



Does the door to your unit properly close and latch? *

Yes

No

Does the door hardware (lock, handle, closure arm) and keys operate and attached properly? *

Yes

No

Is the door free of damage, stickers, graffiti, etc.? *

Yes

No

Is the unit number on your door displayed properly? *

Yes

No

Do the windows to your unit properly close and latch? *

Yes

No

Are there screens on each window that opens? *

Yes

No

Are the windows free of damage including cracked or broken glass? *

Yes


No

Are the windows free of stickers, graffiti, etc.? *

Yes

No

Door/Window Pictures *



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Drag and drop files here

Include a picture of each damage and a larger spacial photo.

Electrical and Safety



Is the smoke detector free of damage and working properly? *

Yes

No

Do all of the electrical outlets work properly and no visible damage? *

Yes

No

Do all of the lights and fixtures work properly? *

Yes

No

Are the lights and fixtures missing any parts such as covers? *

Yes

No

Are the heating and register covers free of damage or markings and not missing? *

Yes

No

N/A


If provided, does the internet and cable function properly? *

Yes

No

N/A

Electrical and Safety Pictures *



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Include a picture of each damage and a larger spacial photo.

Personal Bathroom & Room Furniture



Does the toilet flush properly? *

- Yes
- No
- N/A

Does the toilet run or leak? *

- Yes
- No
- N/A

Does the sink drain properly? *

- Yes
- No
- N/A

Does the sink drip or leak? *

- Yes
- No
- N/A

Is the bathroom free of any additional damages? *

- Yes
- No
- N/A

Is the furniture provided free of damage and functioning properly? *


- Yes
- No
- N/A

NOTICE: Georgia. Window AC units are not approved and occupant will be charged for its removal. *

I understand and acknowledge

Please list type and quantity of provided furniture in your room. *

Bathroom and Furniture Pictures *



Browse Files
Drag and drop files here


Include a picture of each damage and a larger spacial photo.

Other



Please list any additional information about problems or existing damage to your unit:

Other Pictures



Browse Files
Drag and drop files here

Include a picture of each damage and a larger spacial photo.


Common Areas



Please list any information about problems or existing damage to the common areas of the house.

Common Areas include: Hallways, stairwells, bathrooms- common and guest, chapter rooms, living rooms, study/exec rooms, kitchenettes, storage closets, the exterior, etc.

Common Area Pictures



Browse Files
Drag and drop files here

Common Areas include: Hallways, stairwells, bathrooms- common and guest, chapter rooms, living rooms, study/exec rooms, kitchenettes, storage closets, the exterior, etc. Include a picture of each damage and a larger spacial photo.

By way of submitting this form, I understand that I could be held liable for any cleaning or damage conditions that occur during my occupancy term of my

sublease, in my room space or in any common area of the property. Any condition that is not listed on this form, is assumed to be in good, proper condition. *

I understand and acknowledge

I understand I could be held liable for any cleaning or damages that are caused in common areas of the house and those costs would be split equally amongst all live-in members of the house. *

I understand and acknowledge



Preview PDF

Submit