

MoveInProof

A dated record of how the unit looked the day you got the keys.

Prepared for Avery Quinn
Condition record dated September 1, 2026
Generated September 1, 2026

SAMPLE
SALES MOCK · FICTIONAL

PREMISES

441 Maple Avenue · Apt 2R
Chicago, IL 60613

TENANT	MOVE-IN DATE
Avery Quinn	September 1, 2026
LANDLORD	RECORD DATE
Northside Residential LLC	September 1, 2026

IN THIS PACKET

01	Cover & condition snapshot <i>This page — names, premises, record date</i>
02	Room-by-room walkthrough <i>Kitchen, bath, living, beds, floors/walls, other · photo boxes · signatures</i>
03	Notice to landlord <i>Same-day notice, photo-box references, proof of send</i>

DO THIS TODAY · SAME-DAY FILE

1. Walk every room with this packet and your phone. Mark OK or Issue. Shoot one wide shot and one detail per room.
2. Tape prints in the photo boxes, or keep digital files named to match each box. Sign page 2.
3. Send page 3 the same day (email or certified mail). Fill the proof-of-send box. Keep this packet with the receipt.

Room-by-room walkthrough

Mark each item. Photograph every room. Pre-printed notes below are from this sample tenancy.

PROPERTY 441 Maple Avenue Apt 2R		WALKTHROUGH DATE September 1, 2026		PRESENT Tenant / Landlord agent	
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KITCHEN

OK

ISSUE

☐ Counters & sink

☐ Cabinets / drawers

☐ Appliances (in/out)

☐ Flooring / backsplash

☐

☐

☐

☐

Photo

Attach or tape print here

NOTES

BATH

OK

ISSUE

☐ Toilet / tank

☐ Tub / shower / tile

☐ Vanity & mirror

☐ Exhaust / floor / grout

☐

☐

☐

☐

Photo

Attach or tape print here

NOTES

LIVING

OK

ISSUE

☐ Walls & paint

☐ Flooring / carpet

☐ Windows & blinds

☐ Outlets & fixtures

☐

☐

☐

☐

Photo

Attach or tape print here

NOTES

BEDS

OK

ISSUE

☐ Walls & closet

☐ Flooring

☐ Windows & blinds

☐ Ceiling / lights / hardware

☐

☐

☐

☐

Photo

Attach or tape print here

NOTES

FLOORS / WALLS

OK

ISSUE

☐ Entry & hall floors

☐ Baseboards

☐ Paint / scuffs / holes

☐ Ceiling stains

☐

☐

☐

☐

Photo

Attach or tape print here

NOTES

OTHER

OK

ISSUE

☐ Patio / balcony / storage

☐ Keys / fobs received

☐ Smoke / CO detectors

☐ HVAC / thermostat

☐

☐

☐

☐

Photo

Attach or tape print here

NOTES

PRE-PRINTED CONDITION NOTES (this sample tenancy)

Hairline crack in bedroom window glass (west wall), present at key handover. Kitchen cabinet door under the sink does not close flush. Living-room carpet stain near the radiator — not new.

ACKNOWLEDGMENT

We walked the dwelling on the date above. Boxes and photos reflect condition at move-in, the day keys were received. Signing records attendance; it does not waive any rights under the lease.

Tenant signature · Avery Quinn	Date
Landlord / agent signature · Northside Residential LLC	Date · printed name

NOTICE OF MOVE-IN CONDITION RECORD

DATE	September 1, 2026
FROM	Avery Quinn · avery.quinn@example.com
PREMISES	441 Maple Avenue, Apartment 2R, Chicago, IL 60613
TO	Northside Residential LLC
RE	Condition record dated September 1, 2026 · photo boxes on page 2

To Northside Residential LLC:

I received keys and took possession of the premises at 441 Maple Avenue, Apartment 2R, Chicago, IL 60613 on September 1, 2026. The same day, I completed a room-by-room condition record (page 2 of this packet), including photo boxes for kitchen, bath, living, bedrooms, floors/walls, and other areas.

This notice puts that dated record in your file. I am asking you to acknowledge receipt so we share the same day-one baseline. Conditions documented here are the starting point of the tenancy, not later damage.

For the file: a hairline crack in the west-wall bedroom window, a kitchen cabinet door under the sink that does not close flush, and a living-room carpet stain near the radiator were all present at key handover. They are recorded on page 2.

Please sign the acknowledgment below, or reply confirming you received this record and the referenced photographs. A copy of this packet remains in my file with proof of send.

PHOTO BOXES REFERENCED · PAGE 2

Kitchen photos attached	Bath photos attached	Living photos attached	Beds photos attached	Floors / walls photos attached	Other photos attached
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Respectfully,

Avery Quinn

Avery Quinn, Tenant
Occupant, Apt 2R

LANDLORD / AGENT ACKNOWLEDGMENT (optional — a reply by email also records receipt)

I received this move-in condition record, including the page-2 walkthrough and the photo boxes named above.

Signature · Northside Residential LLC	Date · printed name
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PROOF OF SEND (complete when sent)

☐ Email	☐ Certified mail	☐ Hand delivery	☐ Other
Tracking / message id _____ Date sent _____ Time _____			

NOT LEGAL ADVICE

MoveInProof is a personal condition record, not legal advice, not a court filing, and not the product of a law firm. It does not create an attorney-client relationship. Leases and local rules vary. This notice asks the landlord to acknowledge a dated file; it is not a demand for money or a claim.