RRC FIELD FORMS · FORM C

Move-In / Move-Out / Final Walkthrough

Neutral condition record for tenants, clients and managers

Royal Roofing Construction
Repairs • Roofing • Handyman
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Austin & the Rio Grande Valley

PREPARED FOR / CLIENT	JOB REF.

PROPERTY / ADDRESS	UNIT / SUITE

DATE / TIME	OWNER / MANAGER	OCCUPANT(S) / REPRESENTATIVE

PRESENT DURING WALKTHROUGH	UTILITIES ON / WALKTHROUGH LIMITS	PHOTO FOLDER / LINK

REPORT TYPE ☐ Move-in ☐ Move-out ☐ Periodic ☐ Final

FOLLOW-UP REQUESTED ☐ Yes ☐ No

HOW TO USE: record what you see, in the same words at move-in and move-out. Do not repair Maint or Contractor defects yourself: photograph them, note them, and submit a Form B work order. This form records facts only. It does not decide fault, wear versus damage, or any deposit question.

DIY
Occupant, leasing agent, porter. Cleaning, trash-out, bulbs and cover plates, filter swap, alarm TEST button, photos. Stop at a ladder above a step stool, tools beyond hand tools, or anything touching wiring, gas or plumbing.

MAINT
Royal RC technician. Patch and touch-up paint, caulk, door and cabinet hardware, outlet, switch, GFCI and fixture swaps, faucet swaps, toilet internals, screens, weatherstrip. Stop at moisture behind finishes, structural movement, scorching or gas odor.

CONTRACTOR
Licensed trade or specialist, quoted separately. New circuits, panel work, in-wall plumbing and sewer, gas, HVAC and refrigerant, roofing, structural, attic or crawlspace work, mold, asbestos or lead, flooring replacement, pest control.

Royal RC is also available to help: we can do or schedule Maint items and quote Contractor items. If we can't, we may be able to refer you to someone who can.

CONDITION: OK = works, no visible issue · W = wear visible, still works · D = defect (damaged, not working or needs repair; describe) · M = missing · NA = not applicable.

SAMPLE • NOT FOR USE

TABLET USE: open in Adobe Acrobat Reader, Apple Files/Preview or any PDF form app. Tap a blue field to type or pick from the list. Save a copy per property before you start (Save As, then rename).

EXT · Exterior and grounds

Item	If defect	Move-in	Move-out	Notes / photo #
Yard and landscaping	DIY			IN OUT
Fence and gates	Maint			IN OUT
Walks, drive, steps	Contractor			IN OUT
Exterior doors and locks	Maint			IN OUT
Windows and screens	Maint			IN OUT
Siding, trim, paint	Maint			IN OUT
Roof and gutters, seen from the ground	Contractor			IN OUT

Observational, non-invasive walkthrough only. "None observed" never means "none present." Not a licensed home inspection or code inspection; makes no conclusion on structure, mold, electrical safety or roof condition. Signatures confirm observations only and do not authorize work.

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EXT · Exterior and grounds

Item	If defect	Move-in	Move-out	Notes / photo #
Exterior lights	Maint			IN OUT
Trash and debris	DIY			IN OUT

ENT · Entry and foyer

Item	If defect	Move-in	Move-out	Notes / photo #
Walls, ceiling, trim	Maint			IN OUT
Flooring	Maint			IN OUT
Door, lock, threshold	Maint			IN OUT
Lights and switches	Maint			IN OUT
Cleanliness	DIY			IN OUT

LV · Living room

Item	If defect	Move-in	Move-out	Notes / photo #
Walls, ceiling, trim	Maint			IN OUT
Flooring	Maint			IN OUT
Windows, screens, blinds	Maint			IN OUT
Doors and hardware	Maint			IN OUT
Lights, fan, switches	Maint			IN OUT
Outlets	Maint			IN OUT
Smoke / CO alarm	DIY			IN OUT
Cleanliness	DIY			IN OUT

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