

Date: [Insert Date]

[Landlord or Property Manager Name]

[Address]

[City, State, Zip Code]

RE: Move-In Inspection and Inventory Report for [Apartment Address/Unit Number]

Dear [Landlord Name],

I am writing to formally acknowledge my move-in to the above-mentioned property on [Move-in Date]. As per our lease agreement, I have completed an inspection of the premises and the included furniture and appliances.

Attached to this letter is a detailed inventory list documenting the condition of the items provided. Please find my notes regarding existing wear, damages, or missing items below:

- **Living Room:** [e.g., Sofa has a small stain on the left cushion; TV remote is missing batteries]
- **Kitchen:** [e.g., Microwave plate is chipped; Fridge is clean and functional]
- **Bedroom:** [e.g., Mattress protector is new; Scuff mark on the wooden bed frame]
- **General Condition:** [e.g., Walls are freshly painted except for a small crack near the window in the hallway]

I have also taken photographs of the apartment and its contents to document their condition at the time of move-in for both our records.

Please review this list and let me know if you have any questions or if you disagree with any of these observations. I would appreciate it if you could sign a copy of this document or acknowledge receipt via email to confirm our mutual agreement on the state of the property.

Thank you for your assistance in making this transition smooth.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]