

[Your Name]
[Current Address]
[Phone Number]
[Email Address]

[Date]

[Landlord or Property Manager Name]
[Company Name]
[Address]

RE: Move-In Property Condition Report for [Rental Address]

Dear [Landlord or Property Manager Name],

I am writing to provide you with the formal Move-In Property Condition Report for the property located at [Rental Address], for which my lease commenced on [Lease Start Date].

As per the terms of our lease agreement, I have inspected the premises and noted the following pre-existing conditions, damages, or necessary repairs:

- **Living Room:** [e.g., Scuff marks on north wall, stained carpet near window]
- **Kitchen:** [e.g., Burner on rear left of stove not heating, chipped tile near fridge]
- **Bathroom:** [e.g., Faucet in sink drips, crack in medicine cabinet mirror]
- **Bedroom 1:** [e.g., Window screen is torn, closet door sticks]
- **General/Other:** [e.g., Front doorbell is non-functional, light fixture in hallway is flickering]

I have attached [number] photographs to this letter which clearly document the items listed above for your records. These photos were taken on [Date].

I would appreciate it if you could acknowledge receipt of this report and let me know when we can expect the necessary repairs to be addressed, specifically the [list most urgent items].

Thank you for your prompt attention to these matters. I look forward to a positive tenancy.

Sincerely,

[Your Signature]

[Your Printed Name]