

**Date:** [Date]

**Landlord/Property Manager:** [Landlord Name]

**Company:** [Company Name]

**Address:** [Landlord Address]

**Tenant Name:** [Authorized Representative Name]

**Business Name:** [Tenant Business Name]

**Premises Address:** [Property Address/Suite Number]

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# Move-In Inspection Acknowledgment

Dear [Landlord Name],

This letter serves as formal acknowledgment that a joint move-in inspection of the above-referenced premises was conducted on [Inspection Date].

By signing this document, the Tenant acknowledges the following:

- The Tenant has inspected the premises and finds the property to be in good order and repair, except for the items noted in the attached Move-In Inspection Checklist.
- The Tenant has verified the functionality of essential systems including HVAC, plumbing, electrical, and lighting, subject to the exceptions noted in the checklist.
- The Tenant accepts the keys, security codes, and access cards to the property as of this date.
- The current condition of the property will serve as the baseline for the return of the security deposit upon the expiration or termination of the lease agreement.

## Comments/Exceptions:

[Insert brief notes or write "See attached checklist"]

The Tenant agrees to notify the Landlord of any latent defects not discovered during this inspection within [Number] days of this date.

**Tenant Signature:** \_\_\_\_\_

**Print Name:** [Name]

**Date:** [Date]

**Landlord Signature:** \_\_\_\_\_

**Print Name:** [Name]

**Date:** [Date]