

Date: [Date]

Guest Name: [Guest Name]

Property Address: [Full Property Address]

Reservation ID: [Booking Reference Number]

Move-In Inspection Acknowledgment

Dear [Guest Name],

Welcome to your stay. To ensure your comfort and the protection of your security deposit, please use this letter to acknowledge the condition of the property upon your arrival.

I, [Guest Name], hereby acknowledge that I have inspected the rental unit and found it to be in good, clean, and habitable condition, with the exception of the items listed below (if any):

Discrepancies or Existing Damage:

- [Item/Area 1]: [Description of issue]
- [Item/Area 2]: [Description of issue]
- [Item/Area 3]: [Description of issue]

By signing below, I agree that:

- All appliances, fixtures, and electronics are in working order unless noted above.
- I will be held responsible for any new damage or missing items discovered after my checkout that were not reported on this form.
- I have received and understood the house rules and emergency contact information.

Guest Signature: _____

Date signed: _____

Check-in Time: _____

Please return a signed copy of this letter or submit your comments via [Email/App] within [Number] hours of arrival.

Enjoy your stay!

Sincerely,

[Host/Manager Name]
[Phone Number]
[Email Address]