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*Member of the National Association of
Property Managers Since 1994*

Property Move-in Condition

Prior to your move-in, the premises were cleaned and inspected by a Firebird Housing Inspector. Please find a **“Move-in / Move-out Condition Checklist”** enclosed. The Firebird Housing Inspector has filled out a form similar to this documenting the property’s current condition. We kindly request that you, the resident, use the enclosed Move-in / Move-out Condition Checklist to document the condition of the property’s condition at time of your move-in. Please be sure to **SIGN** and **DATE** where required to fully complete the form before submittal. Once you have completed this form, please submit it to the Firebird Housing office within 5 days of your move-in date as indicated on the form.

If there are any maintenance repairs that you feel need to be handled, please list them on the enclosed **“Tenants Work Order Request”**. This initial work order needs to be submitted with your move-in / move-out condition checklist. You may also submit your work order request on-line through your Tenant Portal. All submitted forms will be kept in your file to refer to during the final inspection upon your move out.

Please make note that when filing out the maintenance request, we ask that you be as detailed and descriptive as possible. Please note that when a work order request is received, it will be discussed with the property’s owner and a decision will be made by the owner as to whether the request is approved or denied. If the work order request is denied, a copy of the form will be returned to you with the reason for denial given. If the work order request is approved, a Landmark Maintenance staff member will contact you and arrange the work.

Firebird Housing represents hundreds of different property owners as well as serves hundred tenants each year. We sincerely enjoy the relationships we are privileged to develop with our owners and tenants alike. If you should ever have a problem with your home or management services, please feel free to contact us immediately to allow us the opportunity to remedy the situation and provide you with the absolute best service possible.

Sincerely,

The Firebird Housing Team