

Completing the Move-In Inspection on the Rent Cafe Resident Portal

 To complete the move-in inspection, you must download and install the RentCafe Resident application to your mobile device. Scan the QR with the camera on your device and click the link to go directly to the app store.



2. Log into the RentCafe Resident app with the same credentials that you use to access the portal on a desktop.



3. You may get an Announcement notifying you the inspection is available. Access it by clicking **Inspection Form**. You may also navigate to the **Menu** then **Inspection Form**.

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	RentCafe	
Inspection Form	Payments ~	
You have an inspection form pending completion. Please fill out the form at your earliest convenience.	ိုင္ဆိုိ Community ~	
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INSPECTION FORM		
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4. Review the Important Information and close by clicking the X.



5. TIP: To complete the inspection quickly, select **Category** and check every room to mark them all complete by clicking **Pass**, even if you have fewer bedrooms and bathrooms in your home than in the inspection.

X INSPECTION	X	INSPECTION			
MOVE IN INSPECTION	(0. Bathroom 3 0 of 8 item(s) completed	START	A Destaur 1	
Welcome to MIQTest - Pointe West! Please take a moment to inspect your home and report any issues you find.		7. Bedroom 1 0 of 5 item(s) completed	START	in these to	
Category Acti	ons	8. Bedroom 2 0 of 5 item(s) completed	START	-	
1. Kitchen Start 0 of 10 (tem(s) completed		9. Bedroom 3	START	Are you sure you wa	nt to pass all of the items?
2. Living Room 0 of 5 item(s) completed START		10 Bedroom 4		Cancel	Yes
3. Dining Room and Halls 0 of 5 item(s) completed START		0 of 5 item(s) completed	START	A BREAK ST	
4. Bathroom 1 O of 8 item(s) completed	\bigcirc	11. Other 0 of 9 item(s) completed	START	1.000	
5. Bathroom 2		PASS			
(i) Important Information	^ (j)	Important Information	~	S. Ander Series	

6. If you have areas that need attention or documentation, expand the room by clicking **Completed.** Scroll and click on the item that you wish to update.

MOVE IN INSPECTION Welcome to MIQTest - Pointe West! Please take a moment to inspect your home and report any issues you find. Category Actions Category Actions 1. Kitchen COMPLETED 10 of 10 item(s) completed COMPLETED 2. Living Room COMPLETED 3. Dining Room and Halls COMPLETED 5 of 5 item(s) completed COMPLETED	Kitchen
Category Actions 1. Kitchen COMPLETED 10 of 10 item(s) completed COMPLETED 2. Living Room COMPLETED 3. Dining Room and Halls COMPLETED 5 of 5 item(s) completed COMPLETED	Please inspect all of the items listed below and report any issues you find. 10 of 10 item(s) completed
1. Kitchen COMPLETED 10 of 10 item(s) completed COMPLETED 2. Living Room COMPLETED 3. Dining Room and Halls COMPLETED 5 of 5 item(s) completed COMPLETED	
10 of 10 item(s) completed 2. Living Room 5 of 5 item(s) completed 3. Dining Room and Halls 5 of 5 item(s) completed COMPLETED	ITEM(S)
2. Living Room COMPLETED 5 of 5 item(s) completed COMPLETED 3. Dining Room and Halls COMPLETED 5 of 5 item(s) completed COMPLETED	S Floors
3. Dining Room and Halls 5 of 5 item(s) completed	Walls Ceiling Doors Trim
4 Pathwan 1	Cabinets Cupboards Counter
4. Bathroom 1 8 of 8 item(s) completed	Range Top Oven Broiler Pan
	Microwave Hood Fan Filter
	DONE Living Room →

7. In this example, we've selected Refrigerator. Update status by clicking on Fail. NOTE: You will select Fail for both documenting items that have wear and tear as well as items that you would like the maintenace team to address. Add a Brief Description and Add Photo. Then click Done.

× KITCHEN (
Cabinets Cupboards Counter	Refrigerator
Range Top Oven Broiler Pan	Refrigerator PASS FAIL N/A
Microwave Hood Fan Filter	BRIEF DESCRIPTION Missing shelf
⊗ Refrigerator	ADDITIONAL INFORMATION
Refrigerator PASS FAIL N/A BRIEF DESCRIPTION	ADD PHOTO
	Oishwasher Sink Disposal
DONE Living Room →	DONE Living Room →

8. Once complete, scroll to the bottom of the inspection and click Sign & Submit.

×	INSPECTION	
8 of 8 item(s)	completed	COMPLETED
7. Bedroor 5 of 5 item(s)	n 1 completed	COMPLETED
8. Bedroot 5 of 5 item(s)	n 2 completed	COMPLETED
9. Bedroor 5 of 5 item(s)	n 3 completed	COMPLETED
10. Bedroo 5 of 5 item(s)	om 4 completed	COMPLETED
11. Other 9 of 9 item(s)	completed	COMPLETED
	SIGN & SUBMIT	
(Î) Imp	ortant Information	^
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9. Review the Disclosures & Consent and finally sign your name or select a pre-generated signature. Click **Submit.**



10. Once the inspection is submitted click **Done.** Your management team will contact you regarding any failed items and if needed, arrange for any necessary repairs.

