

Move-in/Move-out Checklist

Tenant should complete this checklist within _____ days of moving in. Review completed property condition checklist with landlord, or landlord's agent, and mutually agree on the condition of the property upon move-in by signing this form. Both tenant(s) and landlord should keep a copy of signed checklist. Tenant(s) and landlord, or landlord's agent, will use the move-in checklist during the move out inspection and again when determining if tenant's deposit will be used for cleaning or repairs after move-out. BE SPECIFIC and DETAILED when filling out this checklist.

Address: _____ Landlord name: _____

Tenant name: _____ Tenant name: _____

Tenant name: _____ Tenant name: _____

CONDITION ON ARRIVAL

CONDITION ON DEPARTURE

	CONDITION ON ARRIVAL	CONDITION ON DEPARTURE
Living Room		
Floor & Floor Covering		
Walls & Ceiling		
Door(s)		
Door Lock(s) & Hardware		
Lighting Fixture(s)		
Window(s) & Screen(s)		
Window Covering(s)		
Smoke Alarm		
Carbon Monoxide Alarm		
Fireplace		
Kitchen		
Floor & Floor Coverings		
Walls & Ceiling		
Door(s)		
Door Lock(s) and Hardware		
Window(s) & Screen(s)		
Window Covering(s)		
Light Fixture(s)		
Cabinets/Inside Drawers		
Counters		
Stove/Burners, Controls		
Oven/Range Hood Inside, Outside, Fan		
Refrigerator		
Dishwasher		
Sink(s) & Plumbing		
Garbage Disposal		
Fire Extinguisher		

Checklist Continued

	CONDITION ON ARRIVAL	CONDITION ON DEPARTURE
Dining Room		
Floor & Floor Covering(s)		
Walls & Ceiling		
Light Fixture(s)		
Window(s) & Screen(s)		
Window Covering(s)		
Other		
Bathroom #1		
Floors & Floor Covering(s)		
Walls & Ceilings		
Counters & Surfaces		
Window(s) & Screen(s)		
Window Covering(s)		
Sink & Plumbing		
Bathtub/Shower		
Toilet		
Light Fixture(s)		
Door(s)		
Door Lock(s) & Hardware(s)		
Inside Drawers		
Bathroom #2		
Floor & Floor Covering(s)		
Walls & Ceiling		
Counters & Surfaces		
Window(s) & Screen(s)		
Window Covering(s)		
Sink & Plumbing		
Bathtub/Shower		
Toilet		
Light Fixture(s)		
Door(s)		
Door Lock(s) & Hardware(s)		
Inside Drawers		

Checklist Continued

	CONDITION ON ARRIVAL	CONDITION ON DEPARTURE
Bedroom #1		
Floor & Floor Covering(s)		
Walls & Ceiling		
Window(s) & Screen(s)		
Window Covering(s)		
Closet(s), including Doors & Tracks		
Lighting Fixture(s)		
Smoke Alarm		
Door(s)		
Door Lock(s) & Hardware		
Bedroom #2		
Floor & Floor Covering(s)		
Walls & Ceiling		
Window(s) & Screen(s)		
Window Covering(s)		
Closet, including Doors & Tracks		
Lighting Fixtures		
Smoke Alarm		
Door(s)		
Door Lock(s) & Hardware		
Bedroom #3		
Floor & Floor Covering(s)		
Walls & Ceiling		
Window(s) & Screen(s)		
Window Covering(s)		
Closet, including Doors & Tracks		
Lighting Fixtures		
Smoke Alarm		
Door(s)		
Door Lock(s) & Hardware		
Hall		
Smoke Alarm		
Carbon Monoxide Alarm		

Checklist Continued

	CONDITION ON ARRIVAL	CONDITION ON DEPARTURE
Other		
Heating System		
Air Conditioning		
Stair(s)		
Hallway(s)		
Lawn(s) & Garden(s)		
Patio, Terrace, Deck, etc		
Parking Area(s)		
Front/Back Porch		
Other		
Other		
Other		
# of Keys Received:	Door	Laundry
		Mailbox

Tenant(s) acknowledges that all smoke alarms, carbon monoxide alarms, and fire extinguishers were tested in their presence and found to be in working order, and that the testing procedure was explained to them. Tenants agree to test all detectors at least once a month and to report any problems to Landlord/Manager in writing.

Comments: _____

MOVE-IN INSPECTION DATE: _____

MOVE-OUT INSPECTION DATE: _____

 Landlord/Agent Signature

 Landlord/Agent Signature

 Tenant Signature

 Tenant Signature

 Tenant Signature

 Tenant Signature

 Tenant Signature

 Tenant Signature

 Tenant Signature

 Tenant Signature