

Rental Move-In and Move-Out Checklist



Instructions: Tenant(s) should complete this checklist just prior to or within 24 hours of moving in. The tenant(s) and landlord or property manager should review the property, then complete, and sign this checklist as a mutual agreement on the condition of the property upon move-in. Each party keeps a signed copy of the checklist. The tenant(s) and landlord or property manager should examine this checklist during the pre-move-out inspection and again after move-out to determine if any portion of the security deposit will be deducted for cleaning or repairs.

Tenant Name(s):

Address & Apt. No:

City:

State:

Zip:

Move-In Date:

Inspection Date:

Time:

By:

Unless otherwise noted, the premises are in clean, good working order and undamaged. Use the key below.

Key & Abbreviations **NC** Needs Cleaning **NSC** Needs Spot Cleaning

NP Needs Painting **NSP** Needs Spot Painting **NR** Needs Repair **RP** Needs Replacing

ENTRY / HALL

	Move-In	Move Out	Cost
Floor			
Walls			
Ceiling			
Light fixtures			
Outlets/switches			
Closet			
Stairs			

Comments :

LIVING ROOM

	Move-In	Move Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Shades/blinds			
Closet			
Light fixtures			
Outlets/switches			
Lightbulbs			

Comments :

BEDROOM #1

	Move-In	Move Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Shades /			
Blinds Closets			
Light fixtures			
Light fixtures			
Lightbulbs			

Comments :

BEDROOM #2

	Move-In	Move Out	Cost

Comments :

KITCHEN

	Move-In	Move Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Cabinets			
Drawers			
Sink/plumbing			
Counters			
Fan			
Light fixtures			
Lightbulbs			
DISHWASHER			
Interior/parts			
Exterior			
Controls			
REFRIGERATOR			
Interior/parts			
Exterior			
Lights			
STOVE/OVEN			
Exterior			
Burners			
Vent			
Timer/controls			
Surface			
Light			
Racks			
Drip pan			

Comments :

DINING ROOM

	Move-In	Move Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Shades/blinds			
Light fixtures			
Outlets/switches			

Comments :

MECHANICAL

	Move-In	Move Out	Cost
Water heater			
Smoke detector			
Thermostat			
Heating			
A/C			

Comments :

OTHER

	Move-In	Move Out	Cost
Parking area			
Lawn/Garden			
Patio/Deck			
Washer/Dryer			

Comments :

TOTAL COST OF DAMAGES \$ _____

I/we, _____ (tenants), understand that unless otherwise noted, all damages are under the tenant's responsibility and will be deducted from the security deposit upon move-out.

Videos and/or photographs have been taken of the unit:

YES NO

If yes, the original copies are in the possession of the

LANDLORD TENANT

MOVE-IN INSPECTION

Landlord/Agent Signature

Tenant Signature

Tenant Signature

MOVE-OUT INSPECTION

Landlord/Agent Signature

Tenant Signature

Tenant Signature

Tenant's Forwarding Address:
