MOVE-IN / MOVE-OUT INSPECTION CHECKLIST

Property

Landlord / manager

Tenant(s)

Move-in date

Move-out date

Condition key: G = Good F = Fair (normal wear) P = Poor D = Damaged / needs repair N/A = Not in unit

Entry and hallways			
ITEM	MOVE-IN	MOVE-OUT	NOTES (DESCRIBE ANY DAMAGE)
Front door and lock			
Walls			
Ceiling			
Floor / carpet			
Light fixtures			
Closet			

Living room			
Walls			
Ceiling			
Floor / carpet			
Windows and screens			
Blinds / curtains			
Doors and locks			
Light fixtures and switches			
Outlets			

Kitchen			
Walls and ceiling			
Floor			
Cabinets and drawers			
Countertops			
Sink and faucet			
Refrigerator			
Stove / oven			
Range hood / fan			
Dishwasher			
Microwave			
Garbage disposal			
Windows			

Kitchen (continued)			
ITEM	MOVE-IN	MOVE-OUT	NOTES (DESCRIBE ANY DAMAGE)
Light fixtures			
Outlets			

Dining area			
Walls and ceiling			
Floor			
Windows			
Light fixtures			

Bedroom 1			
Walls			
Ceiling			
Floor / carpet			
Windows and screens			
Blinds / curtains			
Closet and doors			
Light fixtures			
Outlets			

Bedroom 2			
Walls			
Ceiling			
Floor / carpet			
Windows and screens			
Blinds / curtains			
Closet and doors			
Light fixtures			
Outlets			

Bathroom 1			
Walls and ceiling			
Floor			
Toilet			
Sink and faucet			
Tub / shower			
Shower door / curtain rod			
Mirror / medicine cabinet			
Towel bars			

Bathroom 1 (continued)			
ITEM	MOVE-IN	MOVE-OUT	NOTES (DESCRIBE ANY DAMAGE)
Exhaust fan			
Light fixtures			

Laundry / utility			
Washer			
Dryer			
Water heater			
Furnace / AC filter			

Safety, heating and cooling			
Smoke alarms (tested)			
Carbon monoxide alarms (tested)			
Fire extinguisher			
Thermostat			
Heating			
Air conditioning			

Outside			
Patio / balcony			
Yard / landscaping			
Garage / parking space			
Mailbox			

Keys and remotes			
Door keys (number)			
Mailbox keys			
Garage remote			
Gate or building fob			

Other notes

We inspected the property together on the date below. This checklist is a true record of its condition on that date.

At move-in

Tenant _____ Date _____ Landlord / manager _____ Date _____

At move-out

Tenant _____ Date _____ Landlord / manager _____ Date _____