

Move-In and Move-Out Checklist

Instructions: This checklist is to be completed by the tenant(s) and the landlord(s)/property management within 24 hours of moving into the property. Both parties should tour the property and complete each section of the checklist, agreeing on the condition of each item on the list. Shortly after the move out, both parties should tour the property again and determine if any cleaning or repairs will be needed.

Tenant(s) Name:

Address/Unit:

City, State & Zip Code:

Move-In/Move-Out Date:

Inspection Date & Time:

Inspected by:

| KEY | | | |
|-----|----------------|-----|---------------------|
| NC | Needs Cleaning | NSC | Needs Spot Cleaning |
| NP | Needs Painting | NSP | Needs Spot Painting |
| NR | Needs Repair | RP | Needs Replacing |

| Living Room | Move In | Move Out |
|------------------|---------|----------|
| Floor | | |
| Walls | | |
| Ceiling | | |
| Doors | | |
| Windows | | |
| Screens | | |
| Shades/Blinds | | |
| Closet | | |
| Light Fixtures | | |
| Outlets/Switches | | |
| Lightbulbs | | |
| Other: | | |
| Other: | | |

Comments:

Move-In and Move-Out Checklist

| Entry Hall | Move In | Move Out |
|-------------------|----------------|-----------------|
| Floor | | |
| Walls | | |
| Ceiling | | |
| Light Fixtures | | |
| Outlets/Switches | | |
| Closet | | |
| Stairs | | |
| Other: | | |
| Other: | | |

Comments:

| Bedroom 1 | Move In | Move Out |
|------------------|----------------|-----------------|
| Floor | | |
| Walls | | |
| Ceiling | | |
| Doors | | |
| Windows | | |
| Screens | | |
| Shades/Blinds | | |
| Closet | | |
| Light Fixtures | | |
| Outlets/Switches | | |
| Lightbulbs | | |
| Other: | | |
| Other: | | |

Comments:

Move-In and Move-Out Checklist

| Bedroom 2 | Move In | Move Out |
|------------------|---------|----------|
| Floor | | |
| Walls | | |
| Ceiling | | |
| Doors | | |
| Windows | | |
| Screens | | |
| Shades/Blinds | | |
| Closet | | |
| Light Fixtures | | |
| Outlets/Switches | | |
| Lightbulbs | | |
| Other: | | |
| Other: | | |

Comments:

| Bedroom 3 | Move In | Move Out |
|------------------|---------|----------|
| Floor | | |
| Walls | | |
| Ceiling | | |
| Doors | | |
| Windows | | |
| Screens | | |
| Shades/Blinds | | |
| Closet | | |
| Light Fixtures | | |
| Outlets/Switches | | |
| Lightbulbs | | |
| Other: | | |
| Other: | | |

Comments:

Move-In and Move-Out Checklist

| Bathroom 1 | Move In | Move Out |
|------------------|---------|----------|
| Floor | | |
| Walls | | |
| Ceiling | | |
| Doors | | |
| Windows | | |
| Screens | | |
| Cabinets | | |
| Drawers | | |
| Sink/Plumbing | | |
| Shelves | | |
| Mirror | | |
| Tub/Shower | | |
| Caulking | | |
| Counter | | |
| Fan | | |
| Light Fixtures | | |
| Lightbulbs | | |
| Outlets/Switches | | |
| Toilet | | |
| Bowl | | |
| Seat | | |
| Flush | | |
| Other: | | |
| Other: | | |

Comments:

Move-In and Move-Out Checklist

| Bathroom 2 | Move In | Move Out |
|------------------|---------|----------|
| Floor | | |
| Walls | | |
| Ceiling | | |
| Doors | | |
| Windows | | |
| Screens | | |
| Cabinets | | |
| Drawers | | |
| Sink/Plumbing | | |
| Shelves | | |
| Mirror | | |
| Tub/Shower | | |
| Caulking | | |
| Counter | | |
| Fan | | |
| Light Fixtures | | |
| Lightbulbs | | |
| Outlets/Switches | | |
| Toilet | | |
| Bowl | | |
| Seat | | |
| Flush | | |
| Other: | | |
| Other: | | |

Comments:

Move-In and Move-Out Checklist

| Bathroom 3 | Move In | Move Out |
|-------------------|----------------|-----------------|
| Floor | | |
| Walls | | |
| Ceiling | | |
| Doors | | |
| Windows | | |
| Screens | | |
| Cabinets | | |
| Drawers | | |
| Sink/Plumbing | | |
| Shelves | | |
| Mirror | | |
| Tub/Shower | | |
| Caulking | | |
| Counter | | |
| Fan | | |
| Light Fixtures | | |
| Lightbulbs | | |
| Outlets/Switches | | |
| Toilet | | |
| Bowl | | |
| Seat | | |
| Flush | | |
| Other: | | |
| Other: | | |

Comments:

Move-In and Move-Out Checklist

| Kitchen | Move In | Move Out |
|---------------------|---------|----------|
| 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 | | |
| Other: | | |
| Other: | | |

Comments:

Move-In and Move-Out Checklist

| Dining Room | Move In | Move Out |
|--------------------|----------------|-----------------|
| Floor | | |
| Walls | | |
| Ceiling | | |
| Doors | | |
| Windows | | |
| Screens | | |
| Shades/Blinds | | |
| Closet | | |
| Light Fixtures | | |
| Outlets/Switches | | |
| Lightbulbs | | |
| Other: | | |
| Other: | | |

Comments:

| Mechanical | Move In | Move Out |
|-------------------|----------------|-----------------|
| Water Heater | | |
| Smoke Detector | | |
| Thermostat | | |
| Heating | | |
| A/C | | |
| Other: | | |
| Other: | | |

Comments:

| Other | Move In | Move Out |
|--------------|----------------|-----------------|
| Parking Area | | |
| Lawn/Garden | | |
| Patio/Deck | | |
| Doorbell | | |
| Washer/Dryer | | |
| Other: | | |
| Other: | | |

Comments:

Move-In and Move-Out Checklist

I/We, _____, the tenant(s), understand the damages that occur during tenancy fall under the tenant(s) responsibility and can be deducted from the security deposit after moving out.

Pictures of this property were taken during the tour:

Yes _____ No: _____

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

Landlord _____ Tenant _____

| Move-In Inspection: | Move-Out Inspection: |
|---|---|
| <i>Landlord/Agent Signature</i> _____ <i>Date</i> _____ | <i>Landlord/Agent Signature</i> _____ <i>Date</i> _____ |
| <i>Tenant Signature</i> _____ <i>Date</i> _____ | <i>Tenant Signature</i> _____ <i>Date</i> _____ |
| <i>Tenant Signature</i> _____ <i>Date</i> _____ | <i>Tenant Signature</i> _____ <i>Date</i> _____ |
| <i>Tenant Signature</i> _____ <i>Date</i> _____ | <i>Tenant Signature</i> _____ <i>Date</i> _____ |

Tenant's Forwarding Address:
