



## Move-in/Move-out Checklist

**Instructions:** The tenant(s) are required to diligently complete this checklist either before or within 24 hours of moving into the rental property. Both the tenant(s) and the landlord or property manager should thoroughly review the property together, documenting its condition, and then proceed to complete and sign this checklist as a mutual agreement on the property's condition at the time of move-in. It is essential for each party to retain a signed copy of the checklist for their records. Additionally, during the pre-move-out inspection and after move-out, both the tenant(s) and the landlord or property manager should refer to this checklist to assess if any deductions from the security deposit are warranted for cleaning or repairs.

Tenant Name(s):

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Address & Apt. No:

City:

State:

Zip:

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Move-In Date:

Inspection Date:

Time:

By:

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Unless stated otherwise, the premises are expected to be in a clean, well-maintained, and undamaged condition. Please refer to the provided key for any specific notations.

**Key & Abbreviations:**

<b>NC</b> Needs Cleaning	<b>NSC</b> Needs Spot Cleaning
<b>NP</b> Needs Painting	<b>NSP</b> Needs Spot Painting
<b>NR</b> Needs Repair	<b>RP</b> Needs Replacement

### ENTRY / HALL

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

Comments:

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**KITCHEN**

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

Comments:

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**LIVING ROOM**

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

Comments:  
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**MASTER BEDROOM**

**BEDROOM #1**

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

Comments:  
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Comments:  
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### MASTER BATHROOM

	Move-In	Move Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Cabinets			
Drawers			
Sink/plumbing			
Shelves			
Mirror			
Tub/shower			
Caulking			
Counter			
Fan			
Light fixtures			
Lightbulbs			
Outlets/switches			
<b>TOILET</b>			
Bowl			
Seat			
Flush			

Comments:  
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### BEDROOM #2

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

Comments:

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### BEDROOM #3

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

Comments:

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## DINING ROOM

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

Comments:

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## MECHANICAL

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

Comments:

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## OTHER

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

Comments:

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TOTAL COST OF DAMAGES \$ \_\_\_\_\_  
*(Office Use Only)*

I/we, \_\_\_\_\_, acknowledge and agree that unless stated otherwise, all damages to the property are the sole responsibility of the tenant(s). Such damages 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/Date

\_\_\_\_\_

Tenant Signature/Date

\_\_\_\_\_

Tenant Signature/Date

\_\_\_\_\_

### MOVE-OUT INSPECTION

Landlord/Agent Signature/Date

\_\_\_\_\_

Tenant Signature/Date

\_\_\_\_\_

Tenant Signature/Date

\_\_\_\_\_

Tenant's Forwarding Address:

\_\_\_\_\_

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