

MOVE-IN/MOVE-OUT PROPERTY CHECKLIST

Before you move-in and upon moving-out, be sure to carefully complete this checklist.

Tenant Name(s):

Address & Apt. No.:	City:	State:	Zip:

Move-In Date:	Inspection Date:	Time:	By:

Move-Out Date:	Inspection Date:	Time:	By:

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

Key & Abbreviations:

1	2	3	4	5
Severe Damage	Below Average	Average	Relatively New	Brand New

KITCHEN	Move-In	Move-Out	Comments	
Floor				
Walls				
Ceiling				
Doors				
Windows				
Screens				
Cabinets				
Drawers				
Sink				
Counters				
Fan/Light				
Elec. Fix.				
Light Bulbs				

REFRIGERATOR	Move-In	Move-Out	Comments	
Inside/Parts				
Outside				
Light				

STOVE/OVEN	Move-In	Move-Out	Comments	
Outside				
Burners				
Vent				
Timer/Controls				
Surface				
Light				
Racks				
Drip pan				

LIVING ROOM	Move-In	Move-Out	Comments	
Floor				
Walls				
Ceiling				
Doors				
Windows				
Screens				
Shades/Binds				
Closet				
Elec. Fix.				
Light Bulbs				

DISHWASHER	Move-In	Move-Out	Comments	
Inside/Parts				
Outside				
Controls				

BATH#1	Move-In	Move-Out	Comments	
Floor				
Walls/Tile				
Ceiling				
Doors				
Cabinets				
Drawers				
Sink				
Shelves				
Mirror				
Tub/Shower				
Caulking				
Counter				
Fan				
Bowl/Seat				
Towel rack				
Window				
Elec. Fix.				
Light bulbs				

BATH#2	Move-In	Move-Out	Comments	
Floor				
Walls/Tile				
Ceiling				
Doors				
Cabinets				
Drawers				
Sink				
Shelves				
Mirror				
Tub/Shower				
Caulking				
Counter				
Fan				
Bowl/Seat				
Towel rack				
Window				
Elec. Fix.				
Light bulbs				

BEDROOM #1	Move-In	Move-Out	Comments	
Floor				
Walls				
Ceiling				
Doors				
Windows				
Screens				
Shades/Blinds				
Closet				
Elec. Fix.				
Light Bulbs				

DINING ROOM	Move-In	Move-Out	Comments	
Floor				
Walls				
Ceiling				
Doors				
Windows				
Screens				
Shades/Blinds				
Closet				
Elec. Fix.				
Light Bulbs				

BEDROOM #2	Move-In	Move-Out	Comments	
Floor				
Walls				
Ceiling				
Doors				
Windows				
Screens				
Shades/Blinds				
Closet				
Elec. Fix.				
Light Bulbs				

FRONT PORCH	Move-In	Move-Out	Comments	
Elec. Fix.				
Lght Bulbs				

BACK PORCH	Move-In	Move-Out	Comments	
Elec. Fix.				
Lght Bulbs				

BEDROOM #3	Move-In	Move-Out	Comments	
Floor				
Walls				
Ceiling				
Doors				
Windows				
Screens				
Shades/Blinds				
Closet				
Elec. Fix.				
Light Bulbs				

GARAGE	Move-In	Move-Out	Comments	
Floor				
Walls				
Ceiling				
Elec. Fix.				
Lght Bulbs				

MECHANICAL	Move-In	Move-Out	Comments	
Water Heater				
Smoke Det.				
Thermostat				
Furnace				
A/C				

ENTRANCE/HALL	Move-In	Move-Out	Comments	
Floor				
Walls				
Ceiling				
Doors				
Windows				
Screens				
Shades/Blinds				
Closet				
Elec. Fix.				
Light Bulbs				

# of KEYS	Move-In	Move-Out	Comments	
Front Door				
Mailbox				
Other: _____				

Other: _____

Move-In

Move-Out

Date: _____ Signature: _____

Date: _____ Signature: _____

Date: _____ Signature: _____

Date: _____ Signature: _____

Date: _____ Signature: _____

Date: _____ Signature: _____

Move-In

Move-Out

Date: _____

Date: _____

Landlord/Agent Signature: _____

Landlord/Agent Signature: _____

Landlord and Tenant acknowledge that video and/or photos (digital or otherwise) have been taken of the premises. The original copies/files are in the possession of the: Landlord _____ / Tenant _____.

Tenant's Forwarding Address: