

TENANT MOVE-IN AND MOVE-OUT PROPERTY CHECKLIST

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

Tenant Name(s):

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| |
| |

| | | | |
|--------------------------------|--------------|---------------|-------------|
| 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 undamaged. Use key below.

Key & Abbreviations:

NC: Needs Cleaning
NP: Needs Painting
NR: Needs Repair
SC: Scratched

NSC: Needs Spot Cleaning
NSP: Needs Spot Painting
RP: Needs Replacing
Other: _____

| LIVING ROOM | Move-In | Move-Out | Cost |
|--------------------|---------|----------|------|
| Floor | | | |
| Walls | | | |
| Ceiling | | | |
| Doors | | | |
| Windows | | | |
| Screens | | | |
| Shades | | | |
| Closet | | | |
| Elec Fix. | | | |
| Light bulbs | | | |

| KITCHEN | Move-In | Move-Out | Cost |
|----------------|---------|----------|------|
| Floor | | | |
| Walls | | | |
| Ceiling | | | |
| Doors | | | |
| Windows | | | |
| Screens | | | |
| Curtain | | | |
| Cabinets | | | |
| Drawers | | | |
| Sink | | | |
| Counters | | | |
| Fan/Light | | | |
| Elec Fix. | | | |
| Light bulbs | | | |

| REFRIGERATOR | Move-In | Move-Out | Cost |
|---------------------|---------|----------|------|
| Inside/parts | | | |
| Outside | | | |
| Light | | | |

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

| DISHWASHER | Move-In | Move-Out | Cost |
|-------------------|---------|----------|------|
| Inside/parts | | | |
| Outside | | | |
| Controls | | | |

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

| BATHROOM #2 | Move-In | Move-Out | Cost |
|--------------------|---------|----------|------|
| 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 | Cost |
|---------------|---------|----------|------|
| Floor | | | |
| Walls | | | |
| Ceiling | | | |
| Doors | | | |
| Windows | | | |
| Screens | | | |
| Closet | | | |
| Shades/Blinds | | | |
| Elec Fix. | | | |
| Light bulbs | | | |

| DINING ROOM | Move-In | Move-Out | Cost |
|-------------|---------|----------|------|
| Floor | | | |
| Walls | | | |
| Ceiling | | | |
| Doors | | | |
| Windows | | | |
| Screens | | | |

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

| FRONT PORCH | Move-In | Move-Out | Cost |
|-------------|---------|----------|------|
| Elec Fix. | | | |
| Light bulbs | | | |

| BACK PORCH | Move-In | Move-Out | Cost |
|-------------|---------|----------|------|
| Elec Fix. | | | |
| Light bulbs | | | |

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

| GARAGE | Move-In | Move-Out | Cost |
|-------------|---------|----------|------|
| Floor | | | |
| Walls | | | |
| Ceiling | | | |
| Elec Fix. | | | |
| Light bulbs | | | |

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

| # OF KEYS | Move-In | Move-Out | Cost |
|--------------|---------|----------|------|
| Front Door | | | |
| Mailbox | | | |
| other: _____ | | | |

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

Comments: _____

Move-In Move-Out
 Date: _____ Signature: _____ / _____ Date: _____
 Date: _____ Signature: _____ / _____ Date: _____
 Date: _____ Signature: _____ / _____ Date: _____

I/We (the tenant(s)) understand that unless otherwise noted, all discrepancies will be the tenant's responsibility and will be deducted from the security deposit at the time of move-out.

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:

