

Move-In/Move out Inspection Checklist

Tenant Name(s) _____

Rental Unit Address _____

Move-in date - _____

Move-out date - - _____

Tenant has inspected the entire premises both interior and exterior, including but not limited to each item on this form. The condition of each item is clean, undamaged, in good working order and adequate for usual and customary residential use unless otherwise noted. Tenants understand and agree that the Condition on Arrival versus the Condition on Departure comments will be compared and that all Tenants will be joint and severally liable for all the discrepancies in an items condition. Tenants also understand that upon move-out, the Owner/Manager may make all legally allowed deductions from the security deposit for the cleaning, repairing, or resorting said items to their move-in conditions except for the damage caused by ordinary wear and tear. Tenants note that the premises must be returned completely clean and that the cleaning is not subject to allowance for ordinary wear and tear. Cross out items that are not applicable. Use additional sheets for bedrooms and bathrooms as necessary.

	Condition on Arrival	Condition on Departure	Estimated cost of repair/replacement
Kitchen			
Floors/floor covering			
Walls & Ceilings			
Windows/locks/screens			
Window Coverings			
Doors/Knobs			
Light fixture bulbs			
Cabinets/cupboards			
Drawers/countertops			
Sinks/stoppers/faucets			
Drains/plumbing			
Shelves/drawers			
Appliances			
<i>Stove/Oven</i>			
Outside			
Burners			
Drip pans			
Hood vent			
Timer controls			
Broiler pan			
Light			
Other			
<i>Refrigerator</i>			
Outside			
Inside			
Ice trays/ice maker			
Other			
<i>Dishwasher</i>			
Outside			
Rack			
Other			
Garbage Disposal			
Trash Compactor			
Laundry Equipment			

	Condition on Arrival	Condition on Departure	Estimated cost of repair/replacement
Other appliances			
Living Room			
Floors/floor covering			
Walls & Ceilings			
Windows/locks/screens			
Window Coverings			
Doors/Knobs			
Light fixture bulbs			
Closets/ Shelves			
Fireplace			
Other			
Other			
Dining Room			
Floors/floor covering			
Walls & Ceilings			
Windows/locks/screens			
Window Coverings			
Doors/Knobs			
Light fixture bulbs			
Closets/ Shelves			
Other			
Other Room			
Floors/floor covering			
Walls & Ceilings			
Windows/locks/screens			
Window Coverings			
Doors/Knobs			
Light fixture bulbs			
Closets/ Shelves			
Other			
Other			
Entry/Hall/Stairs			
Floors/floor covering			
Walls & Ceilings			
Windows/locks/screens			
Window Coverings			
Doors/Knobs			
Light fixture bulbs			
Utility Room			
Other			
Other			
Front entry/porch			
Light Fixtures			
Doorbell			
Other			
Back/Side entry			
Light fixtures/bulbs			
Other			
Garage/carport			
Floor type condition			
Doors/Lock			
Light fixtures/bulbs			
Cabinets/shelves			
Other			

Grounds	Condition on Arrival	Condition on Departure	Estimated cost of repair/replacement
Lawn/tree			
Flower beds			
Garden			
Sprinklers/hose bibs			
Walkways			
Driveways			
Parking areas			
Patio/terrace/deck			
Swimming pool			
Spa			
Other			
Bathroom 1			
Floors/floor covering			
Walls & Ceilings			
Windows/locks/screens			
Window Coverings			
Doors/Knobs			
Light fixture bulbs			
Exhaust fan/heater			
Counters/Shelves			
Mirror/cabinets			
Sink/bath/faucets			
Drains/Plumbing			
Tub/shower/caulking			
Shower head/tub faucet			
Shower Door/shower curtain			
Shower tracks			
Towel Racks			
Toilet Bowl/seat			
Toilet paper holder			
Other			
Other			
Bathroom 2			
Floors/floor covering			
Walls & Ceilings			
Windows/locks/screens			
Window Coverings			
Doors/Knobs			
Light fixture bulbs			
Exhaust fan/heater			
Counters/Shelves			
Mirror/cabinets			
Sink/bath/faucets			
Drains/Plumbing			
Tub/shower/caulking			
Shower head/tub faucet			
Shower Door/shower curtain			
Shower tracks			
Towel Racks			
Toilet Bowl/seat			
Toilet paper holder			
Other			

Other			
	Condition on Arrival	Condition on Departure	Estimated cost of repair/replacement
Bedroom 1			
Floors/floor covering			
Walls & Ceilings			
Windows/locks/screens			
Window Coverings			
Doors/Knobs			
Closets/Shelves			
Light fixture bulbs			
Other			
Bedroom 2			
Floors/floor covering			
Walls & Ceilings			
Windows/locks/screens			
Window Coverings			
Doors/Knobs			
Floors/floor covering			
Closets/Shelves			
Light fixture bulbs			
Other			
Bedroom 3			
Floors/floor covering			
Walls & Ceilings			
Windows/locks/screens			
Window Coverings			
Doors/Knobs			
Floors/floor covering			
Closets/Shelves			
Light fixture bulbs			
Other			
Other Items			
Hot water heater			
Heating/thermostat			
Air conditioner (A/C)			
A/C filters and vents			
Cable TV/Antenna			
Electric system			
Telephone/Intercom			
Laundry equipment			
Fire extinguishers			
Other			
Keys/Openers/Alarms	Received	Returned	Charge for missing damaged keys/openers
Door			
Mailbox			
Laundry/Amenity			
Garage/Parking			

Additional items/comments:

Move-in comments:

Move-out comments:

Smoke detector

By initialing here, Tenants acknowledge that all smoke detectors were tested in their presence and found them to be in good working order. Tenants have been advised as to the proper testing procedure and agree to test the smoke detector(s) at least monthly and to immediately report any problems to the Owner in writing. Tenants agree not to remove, disable, or disconnect the smoke detector(s) for any reason and Tenants agree to immediately replace/install all smoke detector batteries as necessary.

Move-in/move out Inspection Checklist completed upon **move-in** on <Date> at <Time> and approved by:

Owner/Manager

And

Tenants

Move-in/move out Inspection Checklist completed upon **move-out** on <Date> at <Time> and approved by:

Owner/Manager

And

Tenants

Tenants Forwarding Address
