**Move-In / Move-Out Inspection Checklist**

Property Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landlord/Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspection Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ Move-In

☐ Move-Out

**Instructions**

* The tenant and landlord/manager should complete this checklist together at move-in and move-out.
* Mark each item as Satisfactory (S) or Needs Repair (NR) and provide comments where needed.
* At move-out, note any damages beyond normal wear and tear.

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| **ENTRY & HALLWAYS** |

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|  | **Move-In Condition** | | **Move-Out Condition** |
| Ceilings, Walls, Baseboards | Good | Other [DESCRIBE] | [DESCRIBE] |
| Doors | Good | Other [DESCRIBE] | [DESCRIBE] |
| Flooring | Good | Other [DESCRIBE] | [DESCRIBE] |
| Stairwell / Handrails | Good | Other [DESCRIBE] | [DESCRIBE] |
| Light Fixtures | Good | Other [DESCRIBE] | [DESCRIBE] |
| Closet Shelves & Rods | Good | Other [DESCRIBE] | [DESCRIBE] |
| Other: [DESCRIBE] | Good | Other [DESCRIBE] | [DESCRIBE] |

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| **LIVING ROOM** |

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|  | **Move-In Condition** | | **Move-Out Condition** |
| Ceilings, Walls, Baseboards | Good | Other [DESCRIBE] | [DESCRIBE] |
| Fireplace | Good | Other [DESCRIBE] | [DESCRIBE] |
| Doors | Good | Other [DESCRIBE] | [DESCRIBE] |
| Flooring | Good | Other [DESCRIBE] | [DESCRIBE] |
| Lights & Ceiling Fans | Good | Other [DESCRIBE] | [DESCRIBE] |
| Windows & Screens | Good | Other [DESCRIBE] | [DESCRIBE] |
| Plugs & Switches | Good | Other [DESCRIBE] | [DESCRIBE] |
| Other: [DESCRIBE] | Good | Other [DESCRIBE] | [DESCRIBE] |

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| **BEDROOM(S)** |

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|  | **Move-In Condition** | | **Move-Out Condition** |
| Ceiling, Walls (Paint), etc. | Good | Other [DESCRIBE] | [DESCRIBE] |
| Doors | Good | Other [DESCRIBE] | [DESCRIBE] |
| Flooring | Good | Other [DESCRIBE] | [DESCRIBE] |
| Lights | Good | Other [DESCRIBE] | [DESCRIBE] |
| Windows & Screens | Good | Other [DESCRIBE] | [DESCRIBE] |
| Window Coverings | Good | Other [DESCRIBE] | [DESCRIBE] |
| Plugs & Switches | Good | Other [DESCRIBE] | [DESCRIBE] |
| Closet Shelves & Rods | Good | Other [DESCRIBE] | [DESCRIBE] |
| Other: [DESCRIBE] | Good | Other [DESCRIBE] | [DESCRIBE] |

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| **KITCHEN** |

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|  | **Move-In Condition** | | **Move-Out Condition** |
| Ceiling, Walls (Paint), etc. | Good | Other [DESCRIBE] | [DESCRIBE] |
| Flooring | Good | Other [DESCRIBE] | [DESCRIBE] |
| Lights | Good | Other [DESCRIBE] | [DESCRIBE] |
| Plugs & Switches | Good | Other [DESCRIBE] | [DESCRIBE] |
| Cabinets | Good | Other [DESCRIBE] | [DESCRIBE] |
| Drawers | Good | Other [DESCRIBE] | [DESCRIBE] |
| Countertops | Good | Other [DESCRIBE] | [DESCRIBE] |
| Sinks, Faucets, & Disposal | Good | Other [DESCRIBE] | [DESCRIBE] |
| Stove, Fan, Filter, & Hood | Good | Other [DESCRIBE] | [DESCRIBE] |
| Dishwasher | Good | Other [DESCRIBE] | [DESCRIBE] |
| Other: [DESCRIBE] | Good | Other [DESCRIBE] | [DESCRIBE] |

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| **BATHROOM(S)** |

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|  | **Move-In Condition** | | **Move-Out Condition** |
| Ceiling, Walls (Paint), etc. | Good | Other [DESCRIBE] | [DESCRIBE] |
| Doors | Good | Other [DESCRIBE] | [DESCRIBE] |
| Flooring | Good | Other [DESCRIBE] | [DESCRIBE] |
| Lights | Good | Other [DESCRIBE] | [DESCRIBE] |
| Plugs & Switches | Good | Other [DESCRIBE] | [DESCRIBE] |
| Cabinets | Good | Other [DESCRIBE] | [DESCRIBE] |
| Countertops | Good | Other [DESCRIBE] | [DESCRIBE] |
| Sinks / Faucets | Good | Other [DESCRIBE] | [DESCRIBE] |
| Towel Bars & Fixtures | Good | Other [DESCRIBE] | [DESCRIBE] |
| Mirrors | Good | Other [DESCRIBE] | [DESCRIBE] |
| Medicine Cabinet | Good | Other [DESCRIBE] | [DESCRIBE] |
| Tub / Shower / Faucets | Good | Other [DESCRIBE] | [DESCRIBE] |
| Toilet | Good | Other [DESCRIBE] | [DESCRIBE] |
| Plumbing (general) | Good | Other [DESCRIBE] | [DESCRIBE] |
| Fan / Exhaust Vent | Good | Other [DESCRIBE] | [DESCRIBE] |
| Other: [DESCRIBE] | Good | Other [DESCRIBE] | [DESCRIBE] |

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| **UTILITIES / FUNCTIONAL COMPONENTS** |

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| --- | --- | --- | --- |
|  | **Move-In Condition** | | **Move-Out Condition** |
| Heating Systems | Good | Other [DESCRIBE] | [DESCRIBE] |
| Air Conditioning | Good | Other [DESCRIBE] | [DESCRIBE] |
| Swamp Cooler | Good | Other [DESCRIBE] | [DESCRIBE] |
| Filters – Size [DESCRIBE] | Good | Other [DESCRIBE] | [DESCRIBE] |
| Fire Sprinklers | Good | Other [DESCRIBE] | [DESCRIBE] |
| Smoke Detector(s) | Good | Other [DESCRIBE] | [DESCRIBE] |
| Carbon Monoxide Detector(s) | Good | Other [DESCRIBE] | [DESCRIBE] |
| Trash Compactor | Good | Other [DESCRIBE] | [DESCRIBE] |
| Other: [DESCRIBE] | Good | Other [DESCRIBE] | [DESCRIBE] |

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| **DINING ROOM** |

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|  | **Move-In Condition** | | **Move-Out Condition** |
| Ceiling, Walls (Paint), etc. | Good | Other [DESCRIBE] | [DESCRIBE] |
| Flooring | Good | Other [DESCRIBE] | [DESCRIBE] |
| Lights & Ceiling Fans | Good | Other [DESCRIBE] | [DESCRIBE] |
| Windows & Screens | Good | Other [DESCRIBE] | [DESCRIBE] |
| Window Coverings | Good | Other [DESCRIBE] | [DESCRIBE] |
| Plugs & Switches | Good | Other [DESCRIBE] | [DESCRIBE] |
| Other: [DESCRIBE] | Good | Other [DESCRIBE] | [DESCRIBE] |

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| **EXTERIOR** |

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|  | **Move-In Condition** | | **Move-Out Condition** |
| Fences & Gates | Good | Other [DESCRIBE] | [DESCRIBE] |
| Lawn (Trees, shrubs, etc.) | Good | Other [DESCRIBE] | [DESCRIBE] |
| Paint | Good | Other [DESCRIBE] | [DESCRIBE] |
| Front Door (knobs and locks) | Good | Other [DESCRIBE] | [DESCRIBE] |
| Back Door (knobs and locks) | Good | Other [DESCRIBE] | [DESCRIBE] |
| Fountain | Good | Other [DESCRIBE] | [DESCRIBE] |
| Grill | Good | Other [DESCRIBE] | [DESCRIBE] |
| Swimming Pool | Good | Other [DESCRIBE] | [DESCRIBE] |
| Hot Tub / Spa | Good | Other [DESCRIBE] | [DESCRIBE] |
| Other: [DESCRIBE] | Good | Other [DESCRIBE] | [DESCRIBE] |

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| **GARAGE / PARKING AREA** |

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| --- | --- | --- | --- |
|  | **Move-In Condition** | | **Move-Out Condition** |
| Ceilings, Walls, Baseboards | Good | Other [DESCRIBE] | [DESCRIBE] |
| Floor / Driveway | Good | Other [DESCRIBE] | [DESCRIBE] |
| Auto Door Opener | Good | Other [DESCRIBE] | [DESCRIBE] |
| Remotes | Good | Other [DESCRIBE] | [DESCRIBE] |
| Garage Door | Good | Other [DESCRIBE] | [DESCRIBE] |
| Plugs & Switches | Good | Other [DESCRIBE] | [DESCRIBE] |
| Other: [DESCRIBE] | Good | Other [DESCRIBE] | [DESCRIBE] |

**Additional Comments:**

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**Tenant Acknowledgment**

I confirm that the above checklist reflects the condition of the rental unit at the time of (Move-In/Move-Out).

Tenant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant Name (Printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Landlord/Manager Acknowledgment**

I confirm that I have inspected the rental unit with the tenant and agree with the condition noted above.

Landlord/Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landlord/Manager Name (Printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_