

## 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

	Move-In	Move-Out	Comments	
<b>KITCHEN</b>				
Floor				
Walls				
Ceiling				
Doors				
Windows				
Screens				
Cabinets				
Drawers				
Sink				
Counters				
Fan/Light				
Elec. Fix.				
Light Bulbs				
<b>REFRIGERATOR</b>				
Inside/Parts				
Outside				
Light				
<b>STOVE/OVEN</b>				
Outside				
Burners				
Vent				
Timer/Controls				
Surface				
Light				
Racks				
Drip pan				
<b>LIVING ROOM</b>				
Floor				
Walls				
Ceiling				
Doors				
Windows				
Screens				
Shades/Binds				
Closet				
Elec. Fix.				
Light Bulbs				

	Move-In	Move-Out	Comments	
<b>DISHWASHER</b>				
Inside/Parts				
Outside				
Controls				
<b>BATH#1</b>				
Floor				
Walls/Tile				
Ceiling				
Doors				
Cabinets				
Drawers				
Sink				
Shelves				
Mirror				
Tub/Shower				
Caulking				
Counter				
Fan				
Bowl/Seat				
Towel rack				
Window				
Elec. Fix.				
Light bulbs				
<b>BATH#2</b>				
Floor				
Walls/Tile				
Ceiling				
Doors				
Cabinets				
Drawers				
Sink				
Shelves				
Mirror				
Tub/Shower				
Caulking				
Counter				
Fan				
Bowl/Seat				
Towel rack				
Window				
Elec. Fix.				
Light bulbs				

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

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

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

<b>FRONT PORCH</b>	Move-In	Move-Out	Comments	
Elec. Fix.				
Lght Bulbs				

<b>BACK PORCH</b>	Move-In	Move-Out	Comments	
Elec. Fix.				
Lght Bulbs				

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

<b>GARAGE</b>	Move-In	Move-Out	Comments	
Floor				
Walls				
Ceiling				
Elec. Fix.				
Lght Bulbs				

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

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

<b># of KEYS</b>	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: