

# 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):**


<b>Address &amp; Apt. No.:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>

<b>Move-In Date</b>	<b>Inspection Date:</b>	<b>Time:</b>	<b>By:</b>

<b>Move-Out Date</b>	<b>Inspection Date:</b>	<b>Time:</b>	<b>By:</b>

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

Key & Abbreviations:

1	2	3	4	5
Severe damage	Below average	Average	Relativley new	Brand new

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

KITCHEN	Move-In	Move-Out	Comments
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Curtain			
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			

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

BATHROOM #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			

BATHROOM #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			

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

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

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

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

<b>DINING ROOM</b>	Move-In	Move-Out	Comments
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			

<b>FRONT PORCH</b>	Move-In	Move-Out	Comments
Elec Fix.			
Light bulbs			

<b>BACK PORCH</b>	Move-In	Move-Out	Comments
Elec Fix.			
Light bulbs			

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

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

<b># OF KEYS</b>	Move-in	Move-Out	Comments
Front Door			
Mailbox			
other: _____			

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Move-In

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

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

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.

Move-Out

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

Landlord/Agent Signature: \_\_\_\_\_

**Tenant's Forwarding Address:**

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