



Rental Property Check-In List

Property Address: _____

Tenant Name(s): _____

Move-In Date: _____ Lease Start: _____

Unit #: _____ Landlord/Manager: _____



1. Keys, Access, & Codes

Item	Quantity	Received	Notes
Front Door Key		☐ Yes ☐ No	
Back Door Key		☐ Yes ☐ No	
Mailbox Key		☐ Yes ☐ No	
Garage Remote / Gate Fob		☐ Yes ☐ No	
Laundry / Storage Key		☐ Yes ☐ No	
Alarm / Access Code		☐ Yes ☐ No	

All keys and remotes must be returned at move-out to avoid replacement fees.



2. Utilities Setup

Tenant agrees to activate utilities in their name by move-in date.

☐ Electric ☐ Water / Sewer ☐ Gas ☐ Trash ☐ Internet / Cable

Reminder: Utility shut-offs or reconnection fees caused by delay are the tenant's responsibility.



3. Property Condition Checklist

Inspect each area and note any issues or existing damage.

Use extra sheets or photos if needed.

Area	Condition (Good / Fair / Poor)	Notes
Living Room		
Kitchen		
Bathroom(s)		
Bedroom(s)		
Hallways		
Flooring / Carpet		
Walls / Paint		
Windows / Screens		
Doors / Locks		
Appliances		

Area	Condition (Good / Fair / Poor)	Notes
Plumbing Fixtures		
Heating / AC		
Smoke / CO Detectors		
Exterior / Yard		

 **Tip:** Take timestamped photos of each room before moving in.

4. Safety & Orientation

- ☐ Tested smoke and CO detectors
 - ☐ Verified fire extinguisher is charged (if provided)
 - ☐ Located water shut-off valve
 - ☐ Located electrical breaker box
 - ☐ Located HVAC filters and thermostat
 - ☐ No leaks, odors, or exposed wiring visible
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5. Move-In Confirmation

Item	Completed
First month's rent paid	☐
Security deposit paid	☐
Lease signed and copy provided	☐
Tenant handbook / contact sheet received	☐
Emergency numbers reviewed	☐
Maintenance request procedure explained	☐
Trash pickup & mailbox location confirmed	☐

6. Tenant & Landlord Acknowledgment

By signing below, tenant confirms the property was inspected and that all noted items accurately reflect the condition at move-in.

Tenant Signature	Date
Landlord / Agent Signature	Date

Would you like me to **generate this as a downloadable file** (for example, in **.odt** or **.pdf**) with clean formatting and checkboxes ready to print?

If yes, please tell me which format you want.