

Williams Investments Properties

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Rental Move-In and Move-Out Checklist

This Move-In/Move-Out Checklist is hereby made a part of the Rental Agreement by and between Williams Investment Properties and the undersigned Resident(s) for the premise mentioned below:

Tenant Name(s) :

Address/ Apartment. Number :

City

State

Zip

Move-In Date:

Inspection Date:

Move-Out Date

Inspection Date:

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

LIVING ROOM

	Move-In	Move-Out	Cost
Floors			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Shades/blinds			
Closet			
Fixtures			
Light bulbs			
Smoke Alarm			

Comments :

TENANT INITIALS: _____

BEDROOM #1

	Move-In	Move-Out	Cost
Floors			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Shades/blinds			
Closet			
Fixtures			
Light bulbs			
Smoke Alarm			

Comments :

BEDROOM #2

	Move-In	Move-Out	Cost
Floors			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Shades/blinds			
Closet			
Fixtures			
Light bulbs			
Smoke Alarm			

Comments :

BEDROOM #3

	Move-In	Move-Out	Cost
Floors			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Shades/blinds			
Closet			
Fixtures			
Light bulbs			
Smoke Alarm			

Comments :

TENANT INITIALS: _____

BATHROOM #1

	Move-In	Move-Out	Cost
Floors			
Walls			
Ceiling			
Doors			
Windows			
Cabinets			
Drawers			
Sink/plumbing			
Mirror			
Tub/shower			
Caulking			
Counter			
Fan/Exhaust			
Fixture			
Light bulbs			
Toilet			
Bowl/seat			
Flush			
TOTAL			

Comments :

BATHROOM #2

	Move-In	Move-Out	Cost
Floors			
Walls			
Ceiling			
Doors			
Windows			
Cabinets			
Drawers			
Sink/plumbing			
Mirror			
Tub/shower			
Caulking			
Counter			
Fan/Exhaust			
Fixture			
Light bulbs			
Toilet			
Bowl/seat			
Flush			
TOTAL			

Comments :

TENANT INITIALS: _____

KITCHEN

	Move-In	Move-Out	Cost
Floors			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Shades/blinds			
Fixtures			
Light bulbs			
Smoke Alarm			

Comments :

REFRIGERATOR

	Move-In	Move-Out	Cost
Inside/Parts			
Outside			
Controls			
QUANTITY			
BRAND			
COLOR			
SERIAL #			
CONDITION			

Comments :

STOVE/OVEN

	Move-In	Move-Out	Cost
Inside/Parts			
Outside			
Burners			
Vent			
Timer/Controls			
Surface			
Light			
Racks			
QUANTITY			
BRAND			
COLOR			
SERIAL #			
CONDITION			

Comments :

TENANT INITIALS: _____

DINING ROOM

	Move-In	Move-Out	Cost
Floors			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Shades/blinds			
Fixtures			
Light bulbs			
TOTAL			

Comments :

MECHANICAL

	Move-In	Move-Out	Cost
Water Heater			
Smoke Detector			
Thermostat			
Heating			
A/C			
TOTAL			

Comments :

OTHER

	Move-In	Move-Out	Cost
Parking Area			
Lawn/Garden			
Patio/Deck			
Washer/Dryer			
TOTAL			

Comments :

MISCELLANEOUS:

	Move-In	Move-Out	Cost

Comments :

TENANT INITIALS: _____

The Resident hereby acknowledges that smoke detectors are located on the premise and that said smoke detectors are currently operable. The Resident agrees to maintain said smoke detectors in operable condition at all times. This includes, but limited to:

- a. Testing each smoke detector periodically by pushing the test button
- b. If battery operated, replacing the batteries as often as necessary, but at least once per year
- c. Notifying the Owner/ Agent immediately of any malfunctioning smoke detector

Resident(s) understand that unless otherwise noted, all damages are under the tenant's responsibility and will be deducted from the security deposit upon move-out.

The Resident(s) agrees that the above information is an accurate account of the condition and contents of said premises and acknowledges receiving a copy hereof. The Owner/Agent reserves the right to add additional charges for damages or uncleanliness, which may be discovered after the Resident(s) vacates the premises.

Upon moving out, the Resident(s) agrees to have the property in move-in condition: thoroughly cleaned and all belongings removed from the premise. The Move-Out Inspector will determine if said property is in acceptable, clean condition.

Move-In Inspection

Tenant: _____
Tenant: _____
Owner/Agent: _____

Move-Out Inspection

Tenant: _____
Tenant: _____
Owner/Agent: _____

Tenants Forwarding Address: _____

Tenant Received Door Key Mailbox Key Tenant Returned Door Key Mailbox Key

Additional Notes:

