

Move-In/Move-Out Inspection Checklist

This form is designed to assist in recording the condition of a rental unit upon moving in and moving out. To be most useful, it must be filled out in the presence of the landlord/property owner and the tenant, and each should retain a signed and dated copy.

Landlord/Property Manager Name: _____

Tenant(s): _____

Address: _____ Apt. No. _____

Move-In Inspection Date: _____ Move-Out Inspection Date: _____

CODES: S - Satisfactory / NA - Not Applicable / NC - Needs Cleaning / NR - Needs Repair

ITEM	MOVE-IN CONDITION			MOVE-OUT CONDITION		
KEYS						
Apartment Door						
Mail Box						
LIVING ROOM/DINING ROOM						
Walls/Ceiling						
Flooring/Carpet						
Doors						
Windows/Tracks/Screens						
Drapes/Blinds/Shades						
Lights						
KITCHEN						
Overall Cleanliness						
Range/Oven						
Refrigerator						
Counter Tops/Cabinets						
Sink/Faucet						
Dishwasher						
Garbage Disposal						
Floor						
Glass						
Walls/Ceiling						
Fans/Lights						
HALLS						
Walls/Ceiling						
Flooring/Carpets						
Closets/Doors						
BEDROOM(S)	Bdrm 1	Bdrm 2	Bdrm 3	Bdrm 1	Bdrm 2	Bdrm 3
Walls/Ceiling						
Flooring/Carpets						
Closet/Closet Door						
Lights/Mirrors						
Windows/Tracks/Screens						
Drapes/ Blinds/Shades						
BATH(S)	Bath 1	Bath2		Bath 1	Bath 2	
Overall Cleanliness						
Tub/Shower						
Walls/Ceiling						

Sink				
Toilet				
Tile/Grout				
Vanity				
Cabinet/Mirror				
Flooring				
Windows/Door				
Towel Bar/Accessories				
MISCELLANEOUS				
Smoke Detectors				
Fire Extinguishers				
Carbon Monoxide Detectors				
Storage Room				
Parking Area/Garage				
Heating/Air Conditioning				
Furniture				
Fireplace				
Patio/Terrace/Deck				
Lawn/Garden				
Number of Keys	__Unit__	Entry	__Mailbox__	Other
Other				Keys Returned:
Other				
Other				
MOVE-IN COMMENTS			MOVE-OUT COMMENTS	

Use the space below to note any disagreements to the checklist:

I was present at time of the inspection, and agree with this checklist, except as noted in the space above.

Move-In

Move-Out

Date: _____

Landlord Signature: _____

Tenant Signature: _____
