Move-in / move-out inspection checklist

PROPERTY AND PARTIES

Property address

Unit

Tenant name(s)

Landlord or manager

Inspector

Move-in inspection date

Move-out inspection date

Tenant forwarding address

Condition scale: New, Good, Fair, Poor, Damaged. Use Notes for what you see (size, location, photo number). Estimated cost is for move-out only.

ENTRY AND HALLWAYS

ITEM	MOVE-IN	MOVE-OUT	NOTES	EST. COST
Front door and lock				
Doorbell				

ITEM	MOVE-IN	MOVE-OUT	NOTES	EST. COST
Walls and paint				
Ceiling				
Flooring or carpet				
Light fixtures and switches				
Outlets				
Closet				
Windows and screens				

LIVING ROOM

ITEM	MOVE-IN	MOVE-OUT	NOTES	EST. COST
Walls				
Ceiling				
Flooring or carpet				

ITEM	MOVE-IN	MOVE-OUT	NOTES	EST. COST
Windows, screens, blinds				
Doors				
Lights and outlets				
Fireplace				
Furniture (if furnished)				

KITCHEN

ITEM	MOVE-IN	MOVE-OUT	NOTES	EST. COST
Walls				
Ceiling				
Flooring				
Countertops				
Cabinets and drawers				

ITEM	MOVE-IN	MOVE-OUT	NOTES	EST. COST
Sink, faucet, disposal				
Refrigerator				
Stove and oven				
Range hood				
Dishwasher				
Microwave				
Lights, outlets, GFCI				
Windows and blinds				
Signs of pests				

BEDROOM 1

ITEM	MOVE-IN	MOVE-OUT	NOTES	EST. COST
Door				

ITEM	MOVE-IN	MOVE-OUT	NOTES	EST. COST
Walls				
Ceiling				
Flooring or carpet				
Closet and closet doors				
Windows, screens, blinds				
Lights and outlets				
Smoke alarm				

BATHROOM 1

ITEM	MOVE-IN	MOVE-OUT	NOTES	EST. COST
Door				
Walls				
Flooring				

ITEM	MOVE-IN	MOVE-OUT	NOTES	EST. COST
Toilet				
Sink and vanity				
Tub or shower				
Caulk and grout				
Mirror or medicine cabinet				
Towel bars				
Exhaust fan				
Lights, outlets, GFCI				
Leaks or water damage				

LAUNDRY

ITEM	MOVE-IN	MOVE-OUT	NOTES	EST. COST
Washer				

ITEM	MOVE-IN	MOVE-OUT	NOTES	EST. COST
Dryer				
Hookups and dryer vent				
Flooring				
Cabinets				

EXTERIOR, PATIO AND GARAGE

ITEM	MOVE-IN	MOVE-OUT	NOTES	EST. COST
Siding and paint				
Roof and gutters (visible)				
Patio, balcony or deck				
Yard and landscaping				
Driveway and walkways				
Garage door and opener				

ITEM	MOVE-IN	MOVE-OUT	NOTES	EST. COST
Storage				
Mailbox				
Fencing and gates				

SAFETY AND SYSTEMS

ITEM	MOVE-IN	MOVE-OUT	NOTES	EST. COST
Smoke alarms tested (list locations in notes)				
CO alarms tested				
Fire extinguisher present and charged				
HVAC or furnace, filter				
Water heater				

METER READINGS

METER	MOVE-IN READING	DATE	MOVE-OUT READING	DATE
Electric				
Gas				
Water				

KEYS AND REMOTES

ITEM	ISSUED (COUNT)	RETURNED (COUNT)	NOTES
Front door keys			
Mailbox keys			
Garage remotes			
Fobs or access cards			
Other			

PHOTO AND VIDEO LOG

Move-in: where files are stored

Move-in: number of files

Move-in: date taken

Move-out: where files are stored

Move-out: number of files

Move-out: date taken

SIGNATURES AT MOVE-IN

Tenant name(s), move-in

Tenant signature and date

Landlord or agent name, move-in

Landlord or agent signature and date

SIGNATURES AT MOVE-OUT

Tenant name(s), move-out

Tenant signature and date

Landlord or agent name, move-out

Landlord or agent signature and date

Tenant comments or dissent (optional)