Rental Move-In and Move-Out Checklist

**Instructions:** Tenant(s) should complete this checklist prior to or within 48 hours of moving in. The tenant(s) and landlord/property manager should review the property, then complete, and sign this checklist as a mutual agreement on the condition of the property upon move-in. Each party keeps a signed copy of the checklist. The tenant(s) and landlord/property manager should examine this checklist during the pre-move-out inspection and again after move-out to determine if any portion of the security deposit will be deducted for cleaning or repairs.

Tenant Name(s):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: City: State: Zip:

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Move-In Date: Inspection Date: By: Move-Out Date: Inspection Date: By:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Key & Abbreviations:** **NC** Needs Cleaning **NSC** Needs Spot Cleaning **M** Missing

**NP** Needs Painting **NSP** Needs Spot Painting **D** Damaged

**NR** Needs Repair **RP** Needs Replacing **IO** Inoperable

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| --- | --- | --- | --- |
|  | **Move-In** | **Move-out** | **Cost** |
| Floor |  |  |  |
| Walls |  |  |  |
| Ceiling |  |  |  |
| Doors |  |  |  |
| Windows |  |  |  |
| Screens |  |  |  |
| Shades/Blinds |  |  |  |
| Closet |  |  |  |
| Light Fixtures |  |  |  |
| Outlets/Switches |  |  |  |
| Lightbulbs |  |  |  |
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LIVING ROOM

Comments:

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|  | **Move-In** | **Move-out** | **Cost** |
| Floor |  |  |  |
| Walls |  |  |  |
| Ceiling |  |  |  |
| Light Fixtures |  |  |  |
| Outlets/Switches |  |  |  |
| Closet |  |  |  |
| Stairs |  |  |  |
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ENTRY/HALL

Comments:

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|  | **Move-In** | **Move-out** | **Cost** |
| Floor |  |  |  |
| Walls |  |  |  |
| Ceiling |  |  |  |
| Doors |  |  |  |
| Windows |  |  |  |
| Screens |  |  |  |
| Shades/Blinds |  |  |  |
| Closet |  |  |  |
| Light Fixtures |  |  |  |
| Outlets/Switches |  |  |  |
| Lightbulbs |  |  |  |
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| **Move-In** | **Move-out** | **Cost** |
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BEDROOM #1

Comments:

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BEDROOM #2

Comments:

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|  | **Move-In** | **Move-out** | **Cost** |
| Floor |  |  |  |
| Walls |  |  |  |
| Ceiling |  |  |  |
| Doors |  |  |  |
| Windows |  |  |  |
| Screens |  |  |  |
| Cabinets |  |  |  |
| Drawers |  |  |  |
| Sink/plumbing |  |  |  |
| Shelves |  |  |  |
| Mirror |  |  |  |
| Tub/shower |  |  |  |
| Caulking |  |  |  |
| Counter |  |  |  |
| Fan |  |  |  |
| Light fixtures |  |  |  |
| Lightbulbs |  |  |  |
| Outlet/switches |  |  |  |
| **TOILET** |  |  |  |
| Bowl |  |  |  |
| Seat |  |  |  |
| Flush |  |  |  |
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| **Move-In** | **Move-out** | **Cost** |
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BATHROOM #1

Comments:

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BATHROOM #2

Comments:

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|  | **Move-In** | **Move-out** | **Cost** |
| Floor |  |  |  |
| Walls |  |  |  |
| Ceiling |  |  |  |
| Doors |  |  |  |
| Windows |  |  |  |
| Screens |  |  |  |
| Cabinets |  |  |  |
| Drawers |  |  |  |
| Sink/plumbing |  |  |  |
| Counters |  |  |  |
| Fan |  |  |  |
| Light Fixtures |  |  |  |
| Lightbulbs |  |  |  |
| **DISHWASHER** |  |  |  |
| Interior/parts |  |  |  |
| Exterior |  |  |  |
| Controls |  |  |  |
| **REFRIGERATOR** |  |  |  |
| Interior/parts |  |  |  |
| Exterior |  |  |  |
| Lights |  |  |  |
| **STOVE/OVEN** |  |  |  |
| Exterior |  |  |  |
| Burners |  |  |  |
| Vent |  |  |  |
| Timer/controls |  |  |  |
| Surface |  |  |  |
| Light |  |  |  |
| Racks |  |  |  |
| Drip pan |  |  |  |
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KITCHEN

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | **Move-In** | **Move-out** | **Cost** |
| Floor |  |  |  |
| Walls |  |  |  |
| Ceiling |  |  |  |
| Doors |  |  |  |
| Windows |  |  |  |
| Screens |  |  |  |
| Shades/Blinds |  |  |  |
| Light Fixtures |  |  |  |
| Outlets/Switches |  |  |  |

DINING ROOM

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | **Move-In** | **Move-out** | **Cost** |
| Water heater |  |  |  |
| Smoke detector |  |  |  |
| Thermostat |  |  |  |
| Heating |  |  |  |
| A/C |  |  |  |
|  |  |  |  |

MECHANICAL

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | **Move-In** | **Move-out** | **Cost** |
| Parking area |  |  |  |
| Lawn/Garden |  |  |  |
| Patio/Deck |  |  |  |
| Washer/Dryer |  |  |  |
|  |  |  |  |

OTHER

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rental Move-In and Move-Out Checklist

I/we, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (tenants), understand that unless otherwise noted, all damages are under the tenant’s responsibility and will be deducted from the security deposit upon move-out.

Videos and/or photographs have been taken of the unit: Yes  No

If yes, the original copies are in the possession of the Landlord  Tenant

MOVE-IN INSPECTION

Landlord Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant Signature Date

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MOVE-OUT INSPECTION

Landlord Signature Date

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Tenant Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant’s Forwarding Address:

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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