

**Rental Move-In and Move-Out Checklist**

**Instructions:** Tenant(s) should complete this checklist just prior to or within 24 hours of moving in. The tenant(s) and landlord or 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 land-lord or 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 & Apt. No: City: State: Zip:

Move-In Date: Inspection Date: Time: By:



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

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| --- | --- | --- | --- | --- |
| Key & Abbreviations | **NC** | Needs Cleaning | **NSC** | Needs Spot Cleaning |
|  | **NP** | Needs Painting | **NSP** | Needs Spot Painting |
|  | **NR** | Needs Repair | **RP** | Needs Replacing |

Floor

Walls

Ceiling

Light fixtures

Outlets/switches

Closet

Stairs

**ENTRY / HALL**



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| Move-In | Move Out | Cost |
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Comments :

Floor

Walls

Ceiling

Doors

Windows

Screens

Shades/blinds

Closet

Light fixtures Outlets/switches Lightbulbs

**LIVING ROOM**



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| Move-In | Move Out | Cost |
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Comments :

Floor

Walls

Ceiling

Doors

Windows

Screens

Shades / Blinds

Closets Light fixtures Light fixtures Lightbulbs

**BEDROOM #1**



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| Move-In | Move Out | Cost |
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Comments :

**BEDROOM #2**



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| Move-In | Move Out | Cost |
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Comments :

Rental Move-In Move-Out Checklist 2

Floor

Walls

Ceiling

Doors

Windows

Screens

Cabinets

Drawers

Sink/plumbing

Shelves

Mirror

Tub/shower

Caulking

Counter

Fan

Light fixtures Lightbulbs Outlets/switches

**TOILET**

Bowl

Seat

Flush

**BATHROOM #1**



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| Move-In | Move Out | Cost |
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**BATHROOM #2**



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Comments :

Comments :

Rental Move-In Move-Out Checklist 3

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

**KITCHEN**



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| Move-In | Move Out | Cost |
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Comments :

Rental Move-In Move-Out Checklist 4

Floor

Walls

Ceiling

Doors

Windows

Screens

Shades/blinds

Light fixtures

Outlets/switches

**DINING ROOM**



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| Move-In | Move Out | Cost |
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Comments :

Water heater Smoke detector Thermostat Heating A/C

**MECHANICAL**



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| Move-In | Move Out | Cost |
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Comments :

Parking area Lawn/Garden Patio/Deck Washer/Dryer

**OTHER**



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| Move-In | Move Out | Cost |
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Comments :

Rental Move-In Move-Out Checklist 5



**TOTAL COST OF DAMAGES** $

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.



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| --- | --- | --- | --- | --- | --- | --- |
| 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/Agent Signature

Tenant Signature

Tenant Signature

**MOVE-OUT INSPECTION**

Landlord/Agent Signature

Tenant Signature

Tenant Signature

Tenant’s Forwarding Address:

Rental Move-In Move-Out Checklist 6