

Move In and Move Out Checklist

Tenant(s) and landlord/property manager should complete this checklist within three days of moving in. Each party mutually agrees on the conditions of the property by signing the bottom of the form. Each party should keep a signed and dated copy of this checklist. Upon moving out, the landlord/property manager should use this checklist again during the move out inspection to determine if any of the tenant's deposit should be retained for cleaning or repairs.

Property Address:			
Landlord/Property Manager Name:			
Tenant #1: Tenant #2:			
Tenant #3: Tenant #4:			
ITEM	MOVE IN CONDITION	MOVE OUT CONDITION	
LIVING ROOM			
Walls & Ceiling			
Door(s)		4,550	
Door Lock(s) & Hardware			
Floor & Floor Covering			
Light Fixture(s)			
Window(s) & Screen(s)			
Window Covering(s)			
Fireplace			
Smoke Detector			
Ceiling Fan			
Other			
KITCHEN			
Walls & Ceiling			
Door(s)			
Door Lock(s) & Hardware			
Floor & Floor Covering			
Light Fixture(s)			
Window(s) & Screen(s)			
Window Covering(s)			
Smoke Detector			
Ceiling Fan			
Counters			
Cabinets			
Stove/Oven/Range Hood			
Dishwasher			
Refrigerator			
Sink(s) & Faucet(s)			

December 2010

Move in Move Out Checklist

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Dining ROOM	Plumbing		
DINING ROOM	Garbage Disposal		
Walls & Ceiling Door Lock(s) & Hardware Floor & Floor Covering Light Fixture(s) Window (s) & Screen(s) Window Covering(s) Smoke Detector Ceiling Fan Other BEDROOM #1 Walls & Ceiling Door Lock(s) & Hardware Floor & Floor Covering Light Fixture(s) Window Covering(s) Smoke Detector Ceiling Fan Closets Other BEDROOM #2 Window Covering(s) Door Lock(s) & Hardware Floor & Floor Covering Light Fixture(s) Window(s) & Screen(s) Window(s) & Screen(s) Update A Lardware Floor & Floor Covering Light Fixture(s) Window(s) & Screen(s) Window(s) & Screen(s)	Other		
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Closets Other BEDROOM #2	Smoke Detector		
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Floor & Floor Covering Light Fixture(s) Window(s) & Screen(s) Window Covering(s)	Door(s)		
Light Fixture(s) Window(s) & Screen(s) Window Covering(s)	Door Lock(s) & Hardware		
Window(s) & Screen(s) Window Covering(s)	Floor & Floor Covering		
Window Covering(s)	Light Fixture(s)		
	N. St.		
Smoke Detector	Window Covering(s)		
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Ceiling Fan			
Closets			
Other			
BEDROOM #3			
Walls & Ceiling			
Door(s)	Door(s)		

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Door Lock(s) & Hardware		
Floor & Floor Covering		
Light Fixture(s)		
Window(s) & Screen(s)		
Window Covering(s)		
Smoke Detector		
Ceiling Fan	F 5000	
Closets		
Other		
BEDROOM #4		
Walls & Ceiling		
Door(s)		
Door Lock(s) & Hardware		
Floor & Floor Covering		A
Light Fixture(s)		
Window(s) & Screen(s)		
Window Covering(s)		
Smoke Detector		
Ceiling Fan		
Closets		
Other		
BATHROOM #1		
Walls & Ceiling		
Door(s)		
Door Lock(s) & Hardware		
Floor & Floor Covering		
Light Fixture(s)		
Window(s) & Screen(s)		
Window Covering(s)		
Toilet	-	
Sink(s) & Faucet(s)		
Bathtub/Shower		
Counters		
Cabinets		
Other		
BATHROOM #2		
Walls & Ceiling		
Door(s)		
Door Lock(s) & Hardware		
Floor & Floor Covering		
Light Fixture(s)		

Additional Comments:				
MOVE OUT INSPECTION DATE:				
Owner/Property Manager Signature				
**				
Tenant Signature				
Tenant Signature				
Tenant Signature				
Tenant Signature				
Tenant Signature Tenant Signature				