

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)		
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)		

Plumbing		
Garbage Disposal		
Other		
DINING ROOM		
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		
Other		
BEDROOM #1		
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		
Closets		
Other		
BEDROOM #2		
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		
Closets		
Other		
BEDROOM #3		
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		
Closets		
Other		
BEDROOM #4		
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		
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)		

Window(s) & Screen(s)		
Window Covering(s)		
Toilet		
Sink(s) & Faucet(s)		
Bathtub/Shower		
Counters		
Cabinets		
Other		
OTHER AREAS		
Stair(s) & Hallway(s)		
Air Conditioning		
Heating System		
Hot Water Tank		
Patio/Deck		
Carport/Garage/Shop		
Lawn(s) & Garden(s)		
Driveway		
Other		
Other		
Other		

Additional Comments:

MOVE IN INSPECTION DATE:

MOVE OUT INSPECTION DATE:

Owner/Property Manager Signature

Owner/Property Manager Signature

Tenant Signature

Tenant Signature

Tenant Signature

Tenant Signature

Tenant Signature

Tenant Signature

Tenant Signature

Tenant Signature