Move-in & Move-out Checklist

short line

# *Why is this checklist important?*

1. **For Landlords:** A move-in/move-out checklist helps document existing conditions in the home. A checklist can hold tenants accountable for damage that occurs to the rental during the tenancy. Documenting pre-existing damage can lower the likelihood of disputes related to the return of the security deposit and whose responsibility it is to pay for repairs.
2. **For Tenants:** A move-in/move-out checklist helps keep an objective assessment of the condition of the rental. This checklist may serve as a tool tenants use to take inventory of what the landlord might need to repair or improve before or during the tenancy.

**Generally**: Once the landlord and tenant have completed the rental inspection, it should be signed by both parties. Both the landlord and tenant should receive a copy of this inspection checklist. Another copy of this checklist should be attached to the lease agreement to be filed away until it comes time for the tenant to move out and compare it to the move-out checklist.

# Checklist Guide

## Key & Abbreviations

1. Unless otherwise noted, it will be assumed that the premises are in clean, good working order and undamaged.
   1. **IF this is not the case and something is unclean, not working, or damaged, use the following abbreviations:**
      1. **NC** Needs Cleaning
      2. **NR** Needs to be Repaired
      3. **RP** Needs to be Replaced
      4. **NE** Vermin/Infestation Needs to be Exterminated (bugs & animals)
      5. **MD** Mold Growth or Dampness
   2. After writing the abbreviation, add a brief description of the issue you have spotted in the “Notes” section.

# **Rental Property Walk-Through Checklist**

### Tenant Name(s):

### **|**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**|**

Address & Apt. No.: City: State: Zip:

**|**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**|**

### Move-In Date: Inspection Date: Time:

### **|**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**|**

* If the room or object listed in your unit/home does not exist, leave the section blank.
  + Appliances include a “refrigerator, range stove, oven, air conditioner, permanent cooling device, or portable cooling device,” and are not legally required. However, IF these appliances are written into the housing contract, are agreed upon by the landlord/tenant, or were pre-existing in the home/unit, they must be functioning and maintained.[[1]](#footnote-0)
* Use the Key & Abbreviations section above to note anything in the “Move-In” & “Move-Out” boxes below, then write a more detailed explanation in the “Notes” box.
* **Instructions**: Tenant(s) should complete this checklist before 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 landlord 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.
  + **TIP:** To ensure that all appliances, plumbing, and heating works, turn them on! Test all appliances as you walk through, including light switches, sinks, toilets, etc.. To check outlets, bring something you can plug in (like a phone with a charger or a plug-in nightlight) to check that each outlet works as it should.

### **ENTRY/ HALL**

|  | **Move-In** | **Move-Out** | **Notes** |
| --- | --- | --- | --- |
| Flooring |  |  |  |
| Walls & Ceilings (Water-tight with no mold) |  |  |  |
| Door(s) |  |  |  |
| Working Lock on Exterior/Front Door |  |  |  |
| Windows |  |  |  |
| Working Lock on Exterior Window |  |  |  |
| Light Fixtures/Bulbs |  |  |  |
| Light Switches |  |  |  |
| Outlets |  |  |  |
| Other |  |  |  |

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### **KITCHEN**

|  | **Move-In** | **Move-Out** | **Notes** |
| --- | --- | --- | --- |
| Flooring |  |  |  |
| Walls & Ceilings (Water-tight with no mold) |  |  |  |
| Door(s) |  |  |  |
| Refrigerator with a Functioning Freezer |  |  |  |
| Range Stove (includes an oven) |  |  |  |
| Sink/Plumbing (cold & hot water) |  |  |  |
| Light Fixtures/Bulbs |  |  |  |
| Light Switches |  |  |  |
| Outlets |  |  |  |
| Windows |  |  |  |
| Other |  |  |  |

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### **LIVING ROOM**

|  | **Move-In** | **Move-Out** | **Notes** |
| --- | --- | --- | --- |
| Flooring |  |  |  |
| Walls & Ceilings (Water-tight with no mold) |  |  |  |
| Door(s) |  |  |  |
| Windows |  |  |  |
| Light Fixtures/Bulbs |  |  |  |
| Light Switches |  |  |  |
| Outlets |  |  |  |
| Other |  |  |  |

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### **BEDROOM #1**

|  | **Move-In** | **Move-Out** | **Notes** |
| --- | --- | --- | --- |
| Flooring |  |  |  |
| Walls & Ceilings (Water-tight with no mold) |  |  |  |
| Door(s) |  |  |  |
| Windows |  |  |  |
| Light Fixtures/Bulbs |  |  |  |
| Light Switches |  |  |  |
| Outlets |  |  |  |
| Other |  |  |  |

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### **BEDROOM #2**

|  | **Move-In** | **Move-Out** | **Notes** |
| --- | --- | --- | --- |
| Flooring |  |  |  |
| Walls & Ceilings (Water-tight with no mold) |  |  |  |
| Door(s) |  |  |  |
| Windows |  |  |  |
| Light Fixtures/Bulbs |  |  |  |
| Light Switches |  |  |  |
| Outlets |  |  |  |
| Other |  |  |  |

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### **BEDROOM #3**

|  | **Move-In** | **Move-Out** | **Notes** |
| --- | --- | --- | --- |
| Flooring |  |  |  |
| Walls & Ceilings (Water-tight with no mold) |  |  |  |
| Door(s) |  |  |  |
| Windows |  |  |  |
| Light Fixtures/Bulbs |  |  |  |
| Light Switches |  |  |  |
| Outlets |  |  |  |
| Other |  |  |  |

### **BATHROOM #1**

|  | **Move-In** | **Move-Out** | **Notes** |
| --- | --- | --- | --- |
| Flooring |  |  |  |
| Walls & Ceilings (Water-tight with no mold) |  |  |  |
| Door(s) |  |  |  |
| Toilet/ Plumbing |  |  |  |
| Bathtub or Shower/ Plumbing (cold & hot water) |  |  |  |
| Sink/Plumbing (cold & hot water) |  |  |  |
| Light Fixtures/Bulbs |  |  |  |
| Light Switches |  |  |  |
| Outlets |  |  |  |
| Windows |  |  |  |
| Other |  |  |  |

### **BATHROOM #2**

|  | **Move-In** | **Move-Out** | **Notes** |
| --- | --- | --- | --- |
| Flooring |  |  |  |
| Walls & Ceilings (Water-tight with no mold) |  |  |  |
| Door(s) |  |  |  |
| Toilet/ Plumbing |  |  |  |
| Bathtub or Shower/ Plumbing (cold & hot water) |  |  |  |
| Sink/Plumbing (cold & hot water) |  |  |  |
| Light Fixtures/Bulbs |  |  |  |
| Light Switches |  |  |  |
| Outlets |  |  |  |
| Windows |  |  |  |
| Other |  |  |  |

### **MECHANICAL**

|  | **Move-In** | **Move-Out** | **Notes** |
| --- | --- | --- | --- |
| Water Heater |  |  |  |
| Smoke Detector(s) |  |  |  |
| Thermostat |  |  |  |
| Heating |  |  |  |
| Ventilation throughout entire unit/home (Vents, air ducts, windows, fans, or other) |  |  |  |
| Other |  |  |  |

### **OTHER**

|  | **Move-In** | **Move-Out** | **Notes** |
| --- | --- | --- | --- |
| Outdoor trash cans and/or dumpsters with regular trash pick-up |  |  |  |
| Stairways/ Elevators/ Railings |  |  |  |
| Locks on all exterior doors |  |  |  |
| Locks or security devices on all windows |  |  |  |
| Exterior walls with no mold or leaks |  |  |  |
| Roof (Water & Weather proof with no leaks) |  |  |  |
| New or Clean air filters in the HVAC system |  |  |  |

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### **ADDITIONAL COMMENTS/NOTES:**

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| **Videos and/or pictures have been taken of the unit:** | * **YES** | * **NO** |
| --- | --- | --- |
| **If YES, the original copies are in the possession of the:** | * **LANDLORD** | * **TENANT** |

### **MOVE-IN INSPECTION MOVE-OUT INSPECTION**

**Landlord Signature: Landlord Signature:**

|\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_| |\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_|

**Tenant Signature: Tenant Signature:**

|\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_| |\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_|

**Tenant Signature: Tenant Signature:**

|\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_| |\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_|

**Tenant Forwarding Address (Email/Cell):**

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

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

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

1. “Appliance” means a refrigerator, range stove, oven, air conditioner, permanent cooling device, or portable cooling device that is included within a residential premises by a landlord. Nothing in this part 5 requires a landlord to provide an appliance, and this part 5 applies to appliances solely to the extent that appliances are part of a written agreement between the landlord and the tenant or are otherwise actually provided to a tenant by the landlord at the inception of or during the tenancy for the duration of the rental agreement.

   Colo. Rev. Stat. § 38-12-502(1) (2025) [↑](#footnote-ref-0)