

Move-in & Move-out Checklist

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.
 - a. **IF this is not the case and something is unclean, not working, or damaged, use the following abbreviations:**
 - i. **NC** Needs Cleaning
 - ii. **NR** Needs to be Repaired
 - iii. **RP** Needs to be Replaced
 - iv. **NE** Vermin/Infestation Needs to be Exterminated (bugs & animals)
 - v. **MD** Mold Growth or Dampness
 - b. 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
- ★ 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.

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.

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			

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			

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			

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			

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			

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			
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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			

ADDITIONAL COMMENTS/NOTES:



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

Landlord Signature:

Tenant Signature:

Tenant Signature:

MOVE-OUT INSPECTION

Landlord Signature:

Tenant Signature:

Tenant Signature:

Tenant Forwarding Address (Email/Cell):
