

## TENANT MOVE-IN AND MOVE-OUT PROPERTY CHECKLIST

Before you move-in and upon moving-out, be sure to carefully complete this check-list.

Tenant Name(s):

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Address & Apt. No.:	City:	State:	Zip:
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Move-In Date	Inspection Date:	Time:	By:
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Move-Out Date	Inspection Date:	Time:	By:
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Unless otherwise noted, the premises are in clean, good working order and undamaged. Use key below.

Key & Abbreviations:

- |               |               |         |                |           |
|---------------|---------------|---------|----------------|-----------|
| 1             | 2             | 3       | 4              | 5         |
| Severe damage | Below average | Average | Relativley new | Brand new |

LIVING ROOM	Move-In	Move-Out	Comments
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Shades			
Closet			
Elec Fix.			
Light bulbs			

DISHWASHER	Move-In	Move-Out	Comments
Inside/parts			
Outside			
Controls			

KITCHEN	Move-In	Move-Out	Comments
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Curtain			
Cabinets			
Drawers			
Sink			
Counters			
Fan/Light			
Elec Fix.			
Light bulbs			

BATHROOM #1	Move-In	Move-Out	Comments
Floor			
Walls/Tile			
Ceiling			
Doors			
Cabinets			
Drawers			
Sink			
Shelves			
Mirror			
Tub/Shower			
Caulking			
Counter			
Fan			
Bowl/seat			
Towel rack			
Window			
Elec Fix.			
Light bulbs			

REFRIGERATOR	Move-In	Move-Out	Comments
Inside/parts			
Outside			
Light			

BATHROOM #2	Move-In	Move-Out	Comments
Floor			
Walls/Tile			
Ceiling			
Doors			
Cabinets			
Drawers			
Sink			
Shelves			
Mirror			
Tub/Shower			
Caulking			
Counter			
Fan			
Bowl/seat			
Towel rack			
Window			
Elec Fix.			
Light bulbs			

STOVE/OVEN	Move-In	Move-Out	Comments
Outside			
Burners			
Vent			
Timer/Controls			
Surface			
Light			
Racks			
Drip pan			

BEDROOM #1	Move-in	Move-Out	Comments
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Closet			
Shades/Blinds			
Elec Fix.			
Light bulbs			

BEDROOM #2	Move-In	Move-Out	Comments
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Closet			
Shades/Blinds			
Elec Fix.			
Light bulbs			

BEDROOM #3	Move-In	Move-Out	Comments
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Closet			
Shades/Blinds			
Elec Fix.			
Light bulbs			

ENTRANCE/HALL	Move-in	Move-Out	Comments
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Closet			
Shades/Blinds			
Elec Fix.			
Light bulbs			

DINING ROOM	Move-In	Move-Out	Comments
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			

FRONT PORCH	Move-In	Move-Out	Comments
Elec Fix.			
Light bulbs			

BACK PORCH	Move-In	Move-Out	Comments
Elec Fix.			
Light bulbs			

GARAGE	Move-In	Move-Out	Comments
Floor			
Walls			
Ceiling			
Elec Fix.			
Light bulbs			

MECHANICAL	Move-in	Move-Out	Comments
Water Heater			
Smoke Det.			
Thermostat			
Furnace			
A/C			

# OF KEYS	Move-in	Move-Out	Comments
Front Door			
Mailbox			
other:			

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Move-In

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ / \_\_\_\_\_

Move-Out

Date: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ / \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ / \_\_\_\_\_

Date: \_\_\_\_\_

*I/We (the tenant(s)) understand that unless otherwise noted, all discrepancies will be the tenant's responsibility and will be deducted from the security deposit at the time of move-out.*

Move-In

Date: \_\_\_\_\_

Landlord/Agent Signature: \_\_\_\_\_

Move-Out

Date: \_\_\_\_\_

Landlord/Agent Signature: \_\_\_\_\_

Landlord and Tenant acknowledge that video and/or photos (digital or otherwise) have been taken of the premises. The original copies/files are in the possession of the  Landlord /  Tenant.

**Tenant's Forwarding Address:**

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