MOVE-IN / MOVE-OUT INSPECTION CHECKLIST

Rental unit condition report

Property / unit: _____ Landlord / agent: _____

Tenant(s): _____ Lease start: _____

Move-in inspection: _____ Move-out inspection: _____

The landlord (or agent) and tenant(s) walk through the unit together and record the condition of each item at move-in. At move-out, the same form is used to record the condition again so the two can be compared side by side. Either party may add comments in the notes columns before signing.

Condition key: N = New G = Good F = Fair P = Poor D = Damaged NA = Not present. For anything rated F, P or D, describe what and where (size, location, count) and write the photo number in the notes.

KEYS, REMOTES AND ACCESS DEVICES

ITEM	ISSUED AT MOVE-IN	RETURNED AT MOVE-OUT	NOTES
Door keys			
Mailbox keys			
Garage / gate remotes			
Building fobs / access cards			
Other:			

SMOKE AND CARBON MONOXIDE ALARMS

ALARM	NUMBER IN UNIT	TESTED AT MOVE-IN (INITIALS)	TESTED AT MOVE-OUT (INITIALS)
Smoke alarms			
Carbon monoxide (CO) alarms			

Press the test button on every alarm with the tenant present and initial above. Tenant agrees to report any alarm that stops working or chirps for a battery.

METER READINGS

UTILITY	METER NUMBER	MOVE-IN READING	MOVE-OUT READING
Electric			
Gas			
Water			

PHOTOS AND VIDEO

☐ Dated photos taken at move-in

☐ Video walk-through recorded at move-in

☐ Dated photos or video taken at move-out

Stored at / shared with tenant via: _____

ROOM-BY-ROOM CONDITION

Entry / hallway

ITEM	MOVE-IN COND.	MOVE-IN NOTES	MOVE-OUT COND.	MOVE-OUT NOTES
Front door / lock / deadbolt				
Doorbell / peephole				
Walls / ceiling				
Floor				
Closet				
Lights / switches / outlets				
Smoke / CO detector				
Stairs / railings				
Other				

Living room

ITEM	MOVE-IN COND.	MOVE-IN NOTES	MOVE-OUT COND.	MOVE-OUT NOTES
Walls / ceiling				
Floor / carpet				
Doors / hardware				
Windows / screens / blinds				
Lights / switches / outlets				
Ceiling fan				
Fireplace (if any)				

ITEM	MOVE-IN COND.	MOVE-IN NOTES	MOVE-OUT COND.	MOVE-OUT NOTES
Heating / AC vents, thermostat				
Other				

Dining room

ITEM	MOVE-IN COND.	MOVE-IN NOTES	MOVE-OUT COND.	MOVE-OUT NOTES
Walls / ceiling				
Floor				
Windows / screens / blinds				
Light fixture				
Switches / outlets				
Built-ins				
Other				

Kitchen

ITEM	MOVE-IN COND.	MOVE-IN NOTES	MOVE-OUT COND.	MOVE-OUT NOTES
Walls / ceiling				
Floor				
Cabinets / drawers				
Countertops / backsplash				
Sink / faucet / disposal				
Refrigerator / freezer				
Stove / oven				
Range hood / vent fan				
Dishwasher				
Microwave				
Lights / switches / outlets				

ITEM	MOVE-IN COND.	MOVE-IN NOTES	MOVE-OUT COND.	MOVE-OUT NOTES
Windows / screens / blinds				
Smoke detector				
Other				

Bedroom 1

ITEM	MOVE-IN COND.	MOVE-IN NOTES	MOVE-OUT COND.	MOVE-OUT NOTES
Walls / ceiling				
Floor / carpet				
Door / lock / hardware				
Windows / screens / blinds				
Closet / doors / shelving				
Lights / switches / outlets				
Ceiling fan				
Smoke detector				
Other				

Bedroom 2

ITEM	MOVE-IN COND.	MOVE-IN NOTES	MOVE-OUT COND.	MOVE-OUT NOTES
Walls / ceiling				
Floor / carpet				
Door / lock / hardware				
Windows / screens / blinds				
Closet / doors / shelving				
Lights / switches / outlets				
Ceiling fan				
Smoke detector				

ITEM	MOVE-IN COND.	MOVE-IN NOTES	MOVE-OUT COND.	MOVE-OUT NOTES
Other				

Bathroom 1

ITEM	MOVE-IN COND.	MOVE-IN NOTES	MOVE-OUT COND.	MOVE-OUT NOTES
Walls / ceiling				
Floor				
Door / lock				
Toilet				
Sink / faucet / vanity				
Tub / shower / enclosure				
Tile / grout / caulking				
Mirror / medicine cabinet				
Towel bars / paper holder				
Exhaust fan				
Lights / switches / outlets				
Window / blinds				
Other				

Laundry

ITEM	MOVE-IN COND.	MOVE-IN NOTES	MOVE-OUT COND.	MOVE-OUT NOTES
Washer				
Dryer / dryer vent				
Hookups / valves / drain				
Walls / ceiling				
Floor				
Cabinets / shelving				

ITEM	MOVE-IN COND.	MOVE-IN NOTES	MOVE-OUT COND.	MOVE-OUT NOTES
Lights / switches / outlets				
Other				

Exterior / yard

ITEM	MOVE-IN COND.	MOVE-IN NOTES	MOVE-OUT COND.	MOVE-OUT NOTES
Siding / exterior paint				
Exterior doors				
Windows (outside) / screens				
Lawn / landscaping				
Fences / gates				
Driveway / walkways				
Gutters / downspouts				
Exterior lights				
Mailbox				
Trash / recycling bins				
Other				

Other room / area: _____

ITEM	MOVE-IN COND.	MOVE-IN NOTES	MOVE-OUT COND.	MOVE-OUT NOTES
Walls / ceiling				
Floor / carpet				
Doors / locks / hardware				
Windows / screens / blinds				
Closet / storage				
Lights / switches / outlets				
Other				

GENERAL NOTES AND PRE-EXISTING ISSUES

_____

MOVE-IN SIGNATURES

We inspected the unit together and agree this checklist describes its condition at move-in, except as noted above. The tenant receives a signed copy.

Landlord / agent signature — Date

Tenant signature — Date

Tenant signature — Date

MOVE-OUT SIGNATURES

We inspected the unit together at move-out and recorded its condition in the move-out columns above. Signing confirms the inspection took place and the keys listed were returned; any disagreement is written in the notes.

Tenant forwarding address: _____

Landlord / agent signature — Date

Tenant signature — Date

Tenant signature — Date