

MOVE-IN / MOVE-OUT INSPECTION CHECKLIST

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Property address _____ Unit _____

Tenant(s) _____ Landlord or manager _____

Move-in inspection date _____ Move-out inspection date _____

Condition key: G = Good F = Fair P = Poor D = Damaged M = Missing N/A = not in this unit. Write photo numbers in the notes.

Entry and hallways	In	Move-in notes and photo refs	Out	Move-out notes and photo refs
Front door and lock				
Walls				
Ceiling				
Floor				
Lights and switches				
Closet				
Smoke and CO detectors				

Living room	In	Move-in notes and photo refs	Out	Move-out notes and photo refs
Walls				
Ceiling				
Floor or carpet				
Windows and screens				
Blinds or curtains				
Lights and outlets				
Doors				

Kitchen	In	Move-in notes and photo refs	Out	Move-out notes and photo refs
Walls and ceiling				
Floor				
Cabinets and drawers				
Countertops				
Sink and faucet				
Stove and oven				
Range hood				
Refrigerator				
Dishwasher				
Microwave				

Bathroom	In	Move-in notes and photo refs	Out	Move-out notes and photo refs
Walls and ceiling				
Floor				
Toilet				
Sink and faucet				
Tub or shower				
Mirror and cabinet				
Exhaust fan				
Towel bars				

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Bedroom 1	In	Move-in notes and photo refs	Out	Move-out notes and photo refs
Walls				
Ceiling				
Floor or carpet				
Windows and screens				
Blinds or curtains				
Closet				
Lights and outlets				
Door				

Bedroom 2	In	Move-in notes and photo refs	Out	Move-out notes and photo refs
Walls				
Ceiling				
Floor or carpet				
Windows and screens				
Blinds or curtains				
Closet				
Lights and outlets				
Door				

Laundry and utilities	In	Move-in notes and photo refs	Out	Move-out notes and photo refs
Washer				
Dryer				
Water heater				
Heating or AC				

Outside, keys and meters	In	Move-in notes and photo refs	Out	Move-out notes and photo refs
Balcony, patio or yard				
Parking or garage				
Keys handed over (count)				
Remotes and fobs (count)				
Electric meter reading				
Gas or water meter reading				

Move-in: we inspected the unit together and agree with this record

Tenant signature _____ Date _____

Landlord signature _____ Date _____

Move-out

Tenant signature _____ Date _____

Landlord signature _____ Date _____

Tenant forwarding address _____

Give the tenant a copy after each inspection. A record-keeping template, not legal advice; check your local rental rules on deposits.
suansupply.com/move-in-move-out-checklist/