**Rental Move-In and Move-Out Checklist**

**Instructions:**

Tenant(s) should complete this checklist just prior to or within 24 hours of moving in; ideally, before accepting the keys. 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 damage or special cleaning is necessary.

Address of the Building:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit (bdrm) Number:\_\_\_\_\_\_\_\_\_\_ Name of the Landlord:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names of Tenan(t)s:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Unless otherwise noted, the premises are in clean, good working order and undamaged.**

**Use the key below to note problems.**

**Key Abbreviations: NC** Needs Cleaning **NSC** Needs Spot Cleaning

 **NP** Needs Painting **NSP** Needs Spot Painting

 **NR** Needs Repair **RP** Needs Replacing

**Living Room**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Move-in** | **Move-out** | **Expected Completion Date** | **Estimated Cost** |
| Floor |  |  |  |  |
| Walls |  |  |  |  |
| Ceiling |  |  |  |  |
| Doors |  |  |  |  |
| Windows |  |  |  |  |
| Screens |  |  |  |  |
| Window covering |  |  |  |  |
| Closet |  |  |  |  |
| Light fixtures |  |  |  |  |
| Outlets/switches |  |  |  |  |
| Light bulbs |  |  |  |  |
| Furniture |  |  |  |  |
|  |  |  |  |  |

Comments:

**Entry/Hallway**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Move-in** | **Move-out** | **Expected Completion Date** | **Estimated Cost** |
| Floor |  |  |  |  |
| Walls |  |  |  |  |
| Ceiling |  |  |  |  |
| Doors |  |  |  |  |
| Windows |  |  |  |  |
| Closet |  |  |  |  |
| Light fixtures |  |  |  |  |
| Outlets/switches |  |  |  |  |
| Light bulbs |  |  |  |  |
|  |  |  |  |  |

Comments:

**Bedroom #1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Move-in** | **Move-out** | **Expected Completion Date** | **Estimated Cost** |
| Floor |  |  |  |  |
| Walls |  |  |  |  |
| Ceiling |  |  |  |  |
| Doors |  |  |  |  |
| Windows |  |  |  |  |
| Screens |  |  |  |  |
| Window covering |  |  |  |  |
| Closet |  |  |  |  |
| Light fixtures |  |  |  |  |
| Outlets/switches |  |  |  |  |
| Light bulbs |  |  |  |  |
| Furniture |  |  |  |  |
|  |  |  |  |  |

Comments:

**Bedroom #2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Move-in** | **Move-out** | **Expected Completion Date** | **Estimated Cost** |
| Floor |  |  |  |  |
| Walls |  |  |  |  |
| Ceiling |  |  |  |  |
| Doors |  |  |  |  |
| Windows |  |  |  |  |
| Screens |  |  |  |  |
| Window covering |  |  |  |  |
| Closet |  |  |  |  |
| Light fixtures |  |  |  |  |
| Outlets/switches |  |  |  |  |
| Light bulbs |  |  |  |  |
| Furniture |  |  |  |  |
|  |  |  |  |  |

Comments:

**Bedroom #3**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Move-in** | **Move-out** | **Expected Completion Date** | **Estimated Cost** |
| Floor |  |  |  |  |
| Walls |  |  |  |  |
| Ceiling |  |  |  |  |
| Doors |  |  |  |  |
| Windows |  |  |  |  |
| Screens |  |  |  |  |
| Window covering |  |  |  |  |
| Closet |  |  |  |  |
| Light fixtures |  |  |  |  |
| Outlets/switches |  |  |  |  |
| Light bulbs |  |  |  |  |
| Furniture |  |  |  |  |
|  |  |  |  |  |

Comments:

**Bedroom #4**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Move-in** | **Move-out** | **Expected Completion Date** | **Estimated Cost** |
| Floor |  |  |  |  |
| Walls |  |  |  |  |
| Ceiling |  |  |  |  |
| Doors |  |  |  |  |
| Windows |  |  |  |  |
| Screens |  |  |  |  |
| Window covering |  |  |  |  |
| Closet |  |  |  |  |
| Light fixtures |  |  |  |  |
| Outlets/switches |  |  |  |  |
| Light bulbs |  |  |  |  |
| Furniture |  |  |  |  |
|  |  |  |  |  |

Comments:

**Bathroom #1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Move-in** | **Move-out** | **Expected Completion Date** | **Estimated Cost** |
| Floor |  |  |  |  |
| Walls |  |  |  |  |
| Ceiling |  |  |  |  |
| Doors |  |  |  |  |
| Windows |  |  |  |  |
| Screens |  |  |  |  |
| Window covering |  |  |  |  |
| Closet |  |  |  |  |
| Light fixtures |  |  |  |  |
| Outlets/switches |  |  |  |  |
| Light bulbs |  |  |  |  |
| Cabinets |  |  |  |  |
| Sink/plumbing |  |  |  |  |
| Shelves |  |  |  |  |
| Mirror |  |  |  |  |
| Tub/shower |  |  |  |  |
| Caulking |  |  |  |  |
| Countertops |  |  |  |  |
| Fan |  |  |  |  |
| Toilet |  |  |  |  |

**Bathroom #2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Move-in** | **Move-out** | **Expected Completion Date** | **Estimated Cost** |
| Floor |  |  |  |  |
| Walls |  |  |  |  |
| Ceiling |  |  |  |  |
| Doors |  |  |  |  |
| Windows |  |  |  |  |
| Screens |  |  |  |  |
| Window covering |  |  |  |  |
| Closet |  |  |  |  |
| Light fixtures |  |  |  |  |
| Outlets/switches |  |  |  |  |
| Light bulbs |  |  |  |  |
| Cabinets |  |  |  |  |
| Sink/plumbing |  |  |  |  |
| Shelves |  |  |  |  |
| Mirror |  |  |  |  |
| Tub/shower |  |  |  |  |
| Caulking |  |  |  |  |
| Countertops |  |  |  |  |
| Fan |  |  |  |  |
| Toilet |  |  |  |  |

Comments:

**Dining Room**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Move-in** | **Move-out** | **Expected Completion Date** | **Estimated Cost** |
| Floor |  |  |  |  |
| Walls |  |  |  |  |
| Ceiling |  |  |  |  |
| Doors |  |  |  |  |
| Windows |  |  |  |  |
| Screens |  |  |  |  |
| Window covering |  |  |  |  |
| Light fixtures |  |  |  |  |
| Outlets/switches |  |  |  |  |
| Light bulbs |  |  |  |  |
| Furniture |  |  |  |  |
|  |  |  |  |  |

Comments:

**Kitchen**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Move-in** | **Move-out** | **Expected Completion Date** | **Estimated Cost** |
| Floor |  |  |  |  |
| Walls |  |  |  |  |
| Ceiling |  |  |  |  |
| Doors |  |  |  |  |
| Windows |  |  |  |  |
| Screens |  |  |  |  |
| Window covering |  |  |  |  |
| Closet |  |  |  |  |
| Light fixtures |  |  |  |  |
| Outlets/switches |  |  |  |  |
| Light bulbs |  |  |  |  |
| Cabinets |  |  |  |  |
| Sink/plumbing |  |  |  |  |
| Shelves |  |  |  |  |
| Countertops |  |  |  |  |
| Dishwasher |  |  |  |  |
| Interior/parts |  |  |  |  |
| Exterior |  |  |  |  |
| Controls |  |  |  |  |
| Refrigerator |  |  |  |  |
| Interior/parts |  |  |  |  |
| Exterior |  |  |  |  |
| Lights |  |  |  |  |
| Stove/Oven |  |  |  |  |
| Exterior/door |  |  |  |  |
| Burners |  |  |  |  |
| Timer/controls |  |  |  |  |
| Interior |  |  |  |  |
| Stovetop |  |  |  |  |

Comments:

**Mechanical**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Move-in** | **Move-out** | **Expected Completion Date** | **Estimated Cost** |
| Water heater |  |  |  |  |
| Smoke detectors |  |  |  |  |
| CO detector |  |  |  |  |
| Heating |  |  |  |  |
| Air Conditioning |  |  |  |  |
| Thermostat |  |  |  |  |
| Washer/Dryer |  |  |  |  |

**Other**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Move-in** | **Move-out** | **Expected Completion Date** | **Estimated Cost** |
| Parking area |  |  |  |  |
| Garage/shed |  |  |  |  |
| Patio/deck |  |  |  |  |

I/we, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (tenants), understand that unless otherwise noted, all damages are the tenant’s responsibility and will be paid for by the agreed-upon due date presented from the landlord or landlord’s agent.

**CIRCLE ONE:**

Videos and/or photographs 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/Agent Signature Date

Tenant Signature Date

Tenant Signature Date

Tenant Signature Date

Tenant Signature Date

**Move-out inspection**

Landlord/Agent Signature Date

Tenant Signature Date

Tenant Signature Date

Tenant Signature Date

Tenant Signature Date