

## 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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<b>Address &amp; Apt. No.:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>

<b>Move-In Date</b>	<b>Inspection Date:</b>	<b>Time:</b>	<b>By:</b>

<b>Move-Out Date</b>	<b>Inspection Date:</b>	<b>Time:</b>	<b>By:</b>

Unless otherwise noted, the premises are in clean, good working order and undamaged. Use key below.

Key & Abbreviations:

**NC: Needs Cleaning**  
**NP: Needs Painting**  
**NR: Needs Repair**  
**SC: Scratched**

**NSC: Needs Spot Cleaning**  
**NSP: Needs Spot Painting**  
**RP: Needs Replacing**  
**Other: \_\_\_\_\_**

<b>LIVING ROOM</b>	Move-In	Move-Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Shades			
Closet			
Elec Fix.			
Light bulbs			

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

<b>REFRIGERATOR</b>	Move-In	Move-Out	Cost
Inside/parts			
Outside			
Light			

<b>STOVE/OVEN</b>	Move-In	Move-Out	Cost
Outside			
Burners			
Vent			
Timer/Controls			
Surface			
Light			
Racks			
Drip pan			

<b>DISHWASHER</b>	Move-In	Move-Out	Cost
Inside/parts			
Outside			
Controls			

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

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

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

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

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

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

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

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

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

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

MECHANICAL	Move-In	Move-Out	Cost
Water Heater			
Smoke Det.			
Thermostat			
Furnace			
A/C			

# OF KEYS	Move-In	Move-Out	Cost
Front Door			
Mailbox			
other: _____			

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Move-In

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

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.

Move-Out

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

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

Tenant's Forwarding Address:  
 \_\_\_\_\_  
 \_\_\_\_\_