

MOVE IN/OUT CHECKLIST

This form is used when you first take occupancy of your rental unit. Make sure and keep a copy of this form for your records. Upon move out, you will compare the recorded initial condition with the ending condition. Write down everything, and be as detailed as possible. A few extra minutes now could save you lots of money later.

Address of Unit _____ Unit _____

Names of Tenants _____

	Item	Quantity If Applicable	Condition Upon Arrival Note Condition including existing damage and wear.	Condition Upon Departure Note Condition including ending damage and wear.	Other Notes
Kitchen	Cupboards & Cabinets				
	Floor Covering (Tile & Vinyl)				
	Walls and Ceiling				
	Counter Surfaces				
	Stove, Oven, Hood, Grills, Broiler Pans				
	Refrigerator (Ice Trays, Butter Dish etc)				
	Sink and Garbage Disposal				
	Windows (Drapes, Screens etc)				
	Doors, Door hardware, Locks				

	Lighting Fixtures, Switches				
	Item	Quantity If Applicable	Condition Upon Arrival Note Condition including existing damage and wear.	Condition Upon Departure Note Condition including ending damage and wear.	Other Notes
Living Room	Floor Covering (Carpet & Vinyl)				
	Walls and Ceiling				
	Windows (Drapes, Screens etc)				
	Doors, Door hardware, Locks				
	Lighting Fixtures, Switches				
Bathrooms	Floor Covering (Tile & Vinyl)				
	Walls and Ceiling				
	Shower & Tub (Walls, Door, Tracks)				
	Toilet				
	Plumbing Fixtures				
	Windows (Drapes, Screens etc)				
	Doors, Door hardware, Locks				
	Lighting Fixtures, Switches				
	Sink, Vanity, Medicine Cabinet				
Hallways & Other Areas	Floor Covering				
	Walls and Ceiling				
	Closets (Including Doors & Tracks)				
	Lighting Fixtures, Switches				
	Furnace/Air Conditioner Filters				
	Patio, Deck, Yard				

	Item	Quantity If Applicable	Condition Upon Arrival Note Condition including existing damage and wear.	Condition Upon Departure Note Condition including ending damage and wear.	Other Notes
Bedroom 1	Floor Covering				
	Walls and Ceiling				
	Closets (Including Doors & Tracks)				
	Windows (Drapes, Screens etc)				
	Lighting Fixtures, Switches				
	Doors, Door hardware, Locks				
Bedroom 2	Floor Covering				
	Walls and Ceiling				
	Closets (Including Doors & Tracks)				
	Windows (Drapes, Screens etc)				
	Lighting Fixtures, Switches				
	Doors, Door hardware, Locks				
Bedroom 3	Floor Covering				
	Walls and Ceiling				
	Closets (Including Doors & Tracks)				
	Windows (Drapes, Screens etc)				
	Lighting Fixtures, Switches				
	Doors, Door hardware, Locks				

Initial Inspection Date: _____

Final Inspection Date: _____

Signature of Tenant _____

Signature of Tenant _____

Signature of Landlord _____

Signature of Landlord _____