

MOVE IN / MOVE OUT CHECKLIST



Before you move-in and upon moving-out, be sure to carefully complete this check-list.

Tenant Name(s)

Complete Property Address (Inc. Apt No.)

Move **In** Date

Date of Inspection

Completed By

Move **Out** Date

Date of Inspection

Completed By

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

NC Needs Cleaning

RP Needs Replacing

NP Needs Painting

NR Needs Repair

NSC Needs Spot Cleaning

NSP Needs Spot Painting

Living Area	Move In	Move Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Closets			
Fixtures			
Misc./ Other			

Kitchen	Move In	Move Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Appliances			
Fixtures			
Other			

Notes:

MOVE IN / MOVE OUT CHECKLIST

continued



Bedroom (M)	Move In	Move Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Closets			
Fixtures			
Trim			

Bedroom (2)	Move In	Move Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Closets			
Fixtures			
Trim			

Bedroom (3)	Move In	Move Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Closets			
Fixtures			
Trim			

Bedroom (4)	Move In	Move Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Closets			
Fixtures			
Trim			

Notes: _____

MOVE IN / MOVE OUT CHECKLIST

continued



Bathroom (M)	Move In	Move Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Toi/S/Tub			
Fixtures			
Other			

Bathroom (2)	Move In	Move Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Toi/S/Tub			
Fixtures			
Other			

Bathroom (3)	Move In	Move Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Toi/S/Tub			
Fixtures			
Other			

Bathroom (4)	Move In	Move Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Toi/S/Tub			
Fixtures			
Other			

Notes: _____

MOVE IN / MOVE OUT CHECKLIST

continued



Laundry Room	Move In	Move Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Equipment			
Other			

Hallways	Move In	Move Out	Cost
Floor			
Walls			
Ceiling			
Closets			
Fixtures			
Trim			

Garage	Move In	Move Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Equipment			
Other			

HVAC	Move In	Move Out	Cost

Plumbing	Move In	Move Out	Cost

Exterior	Move In	Move Out	Cost

Electrical	Move In	Move Out	Cost

Notes: _____

MOVE IN / MOVE OUT CHECKLIST

continued



Entry Ext./Int.	Move In	Move Out	Cost

Patio	Move In	Move Out	Cost

# of Keys	Move In	Move Out	Cost

Misc./Other	Move In	Move Out	Cost

Notes: _____

Move-In

Date: _____ Signature: _____ / _____ Date: _____

Date: _____ Signature: _____ / _____ Date: _____

Date: _____ Signature: _____ / _____ Date: _____

Move-Out

Move-In

Date: _____

Witness 1: _____

Date: _____

Witness 2: _____

Move-Out

Date: _____

Witness 1: _____

Date: _____

Witness 2: _____

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.

Tenant's Forwarding Address:
