

Rental Checklist

(Move In Move Out)

Instructions: Tenant(s) complete(s) this checklist within three days of moving in and tenant(s) and landlord or manager review property and completed checklist together and mutually agree on the condition of the property upon move-in by signing this form. Each party keeps a copy of signed checklist. Tenant(s) and landlord or manager uses the move-in checklist during the pre-move out inspection and again when determining if any of the tenant's deposit will be retained for cleaning or repairs after move-out. BE SPECIFIC and DETAILED when filling out the checklist.

Property Address

Landlord/Manager Name (Print)

Tenant Name (Print)_____

Tenant Name (Print)_____

Tenant Name (Print)_____

Tenant Name (Print)_____

Tenant Name (Print)_____

ITEM	CONDITION ON ARRIVAL	CONDITION ON DEPARTURE
LIVING ROOM		
Floor & Floor Covering		
Walls & Ceiling		
Door(s)		
Door Lock(s) & Hardware		
Lighting Fixture(s)		
Window(s) & Screen(s)		
Window Covering(s)		
Smoke Detector &/or CO Detector		
Fireplace		
Other		
KITCHEN		
Floor & Floor Coverings		
Walls & Ceiling		
Door(s)		
Door Lock(s) and Hardware		
Window(s) & Screen(s)		
Window Covering(s)		
Light Fixture(s)		
Cabinets		
Counters		
Stove/Oven/Range Hood		
Refrigerator		
Dishwasher		
Sink(s) & Plumbing		
Garbage Disposal		
Fire extinguisher &/or CO Detector		
Other		

Move In Move Out Checklist

ITEM	CONDITION ON ARRIVAL	CONDITION ON DEPARTURE
DINING ROOM		
Floor & Floor Covering(s)		
Walls & Ceiling		
Light Fixture(s)		
Window(s) & Screen(s)		
Window Covering(s)		
Other		
BATHROOM #1		
Floors & Floor Covering(s)		
Walls & Ceilings		
Counters & Surfaces		
Window(s) & Screen(s)		
Window Covering(s)		
Sink & Plumbing		
Bathtub/Shower		
Toilet		
Light Fixture(s)		
Door(s)		
Door Lock(s) & Hardware(s)		
Other		
BATHROOM #2		
Floor & Floor Covering(s)		
Walls & Ceiling		
Counters & Surfaces		
Window(s) & Screen(s)		
Window Covering(s)		
Sink & Plumbing		
Bathtub/Shower		
Toilet		
Light Fixture(s)		
Door(s)		
Door Lock(s) & Hardware(s)		
Other		

Move In Move Out Checklist

ITEM	CONDITION ON ARRIVAL	CONDITION ON DEPARTURE
BEDROOM #1		
Floor & Floor Covering(s)		
Walls & Ceiling		
Window(s) & Screen(s)		
Window Covering(s)		
Closet(s), including doors & tracks		
Lighting Fixture(s)		
Smoke Detector &/or CO Detector		
Door(s)		
Door Lock(s) & Hardware		
Other		
BEDROOM #2		
Floor & Floor Covering(s)		
Walls & Ceiling		
Window(s) & Screen(s)		
Window Covering(s)		
Closet, including doors & tracks		
Lighting Fixtures		
Smoke Detector &/or CO Detector		
Door(s)		
Door Lock(s) & Hardware		
Other		
BEDROOM #3		
Floor & Floor Covering(s)		
Walls & Ceiling		
Window(s) & Screen(s)		
Window Covering(s)		
Closet, including doors & tracks		
Lighting Fixtures		
Smoke Detector &/or CO Detector		
Door(s)		
Door Lock(s) & Hardware		
Other		

Move In Move Out Checklist

ITEM	CONDITION ON ARRIVAL	CONDITION ON DEPARTURE
OTHER		
Heating System		
Air Conditioning		
Stair(s)		
Hallway(s)		
Lawn(s) & Garden(s)		
Patio, Terrace, Deck, etc		
Parking Area(s)		
Other		
Other		
Other		
Other		
# of Keys Received:		

Tenants acknowledge that all smoke detectors, carbon monoxide detectors, and fire extinguishers were tested in their presence and found to be in working order, and that the testing procedure was explained to them.

Comments: _____

MOVE-IN INSPECTION DATE: _____

MOVE-OUT INSPECTION DATE: _____

Owner/Agent Signature

Owner/Agent Signature

Tenant Signature

Tenant Signature

Tenant Signature

Tenant Signature

Tenant Signature

Tenant Signature

Tenant Signature

Tenant Signature

Tenant Signature

Tenant Signature