

# RENTAL MOVE-IN / MOVE-OUT CHECKLIST

(Property Condition Report)

Property address: \_\_\_\_\_

Landlord or property manager: \_\_\_\_\_

Tenant(s): \_\_\_\_\_

Lease start date: \_\_\_\_\_

Move-in inspection date: \_\_\_\_\_

Security deposit held by Landlord: \$\_\_\_\_\_

## PURPOSE AND INSTRUCTIONS

**Purpose.** The landlord or property manager named above (the "Landlord") and the tenant or tenants named above (together, the "Tenant") use this checklist to record the condition of the property at the start and at the end of the tenancy. The Landlord and the Tenant should inspect the property together at move-in and again at move-out, complete the columns for each inspection, and sign below. Each party should keep a signed copy.

**Condition Codes.** Use these codes in the Move-in and Move-out columns: N = New, G = Good, F = Fair, P = Poor, D = Damaged, M = Missing, NA = Not applicable. In the Comments column, describe any stains, marks, chips, scratches, holes, burns, odors or other defects and their location.

**Additional Notes After Move-In.** The Tenant may give the Landlord written notice of any additional defects or damage discovered within \_\_\_\_\_ days after the move-in date. Those notes become part of this checklist.

**Photographs.** Any photographs or video taken during an inspection are part of this record. ☐ Taken at move-in ☐ Taken at move-out

**Effect.** This checklist records the condition of the property and does not change the lease. Ordinary wear and tear resulting from normal use is not damage. This checklist is not an itemized statement of security deposit deductions; any such statement will be provided separately as required by law.

## ENTRANCE AND HALLWAYS

| Item                          | Move-in | Move-out | Comments (describe any damage, wear or missing items) |
|-------------------------------|---------|----------|-------------------------------------------------------|
| Front door, lock and deadbolt |         |          |                                                       |
| Doorbell / intercom           |         |          |                                                       |
| Walls                         |         |          |                                                       |
| Ceiling                       |         |          |                                                       |
| Floor                         |         |          |                                                       |
| Light fixtures                |         |          |                                                       |
| Switches and outlets          |         |          |                                                       |

| Item                | Move-in | Move-out | Comments (describe any damage, wear or missing items) |
|---------------------|---------|----------|-------------------------------------------------------|
| Closet              |         |          |                                                       |
| Stairs and railings |         |          |                                                       |
| Other               |         |          |                                                       |

## LIVING ROOM

| Item                 | Move-in | Move-out | Comments (describe any damage, wear or missing items) |
|----------------------|---------|----------|-------------------------------------------------------|
| Walls                |         |          |                                                       |
| Ceiling              |         |          |                                                       |
| Floor / carpet       |         |          |                                                       |
| Windows and screens  |         |          |                                                       |
| Window coverings     |         |          |                                                       |
| Doors                |         |          |                                                       |
| Light fixtures       |         |          |                                                       |
| Switches and outlets |         |          |                                                       |
| Fireplace            |         |          |                                                       |
| Other                |         |          |                                                       |

## DINING AREA

| Item                  | Move-in | Move-out | Comments (describe any damage, wear or missing items) |
|-----------------------|---------|----------|-------------------------------------------------------|
| Walls                 |         |          |                                                       |
| Ceiling               |         |          |                                                       |
| Floor                 |         |          |                                                       |
| Windows and coverings |         |          |                                                       |
| Light fixtures        |         |          |                                                       |
| Switches and outlets  |         |          |                                                       |
| Other                 |         |          |                                                       |

## KITCHEN

| Item              | Move-in | Move-out | Comments (describe any damage, wear or missing items) |
|-------------------|---------|----------|-------------------------------------------------------|
| Walls and ceiling |         |          |                                                       |

| Item                       | Move-in | Move-out | Comments (describe any damage, wear or missing items) |
|----------------------------|---------|----------|-------------------------------------------------------|
| Floor                      |         |          |                                                       |
| Cabinets and drawers       |         |          |                                                       |
| Countertops                |         |          |                                                       |
| Sink and faucet            |         |          |                                                       |
| Garbage disposal           |         |          |                                                       |
| Refrigerator and freezer   |         |          |                                                       |
| Stove, oven and range hood |         |          |                                                       |
| Microwave                  |         |          |                                                       |
| Dishwasher                 |         |          |                                                       |
| Light fixtures             |         |          |                                                       |
| Switches and outlets       |         |          |                                                       |
| Windows and coverings      |         |          |                                                       |
| Other                      |         |          |                                                       |

**BEDROOM:** \_\_\_\_\_

| Item                         | Move-in | Move-out | Comments (describe any damage, wear or missing items) |
|------------------------------|---------|----------|-------------------------------------------------------|
| Walls                        |         |          |                                                       |
| Ceiling                      |         |          |                                                       |
| Floor / carpet               |         |          |                                                       |
| Windows and screens          |         |          |                                                       |
| Window coverings             |         |          |                                                       |
| Doors and locks              |         |          |                                                       |
| Closet and closet doors      |         |          |                                                       |
| Light fixtures / ceiling fan |         |          |                                                       |
| Switches and outlets         |         |          |                                                       |
| Smoke detector               |         |          |                                                       |
| Other                        |         |          |                                                       |

**BEDROOM:** \_\_\_\_\_

| Item                         | Move-in | Move-out | Comments (describe any damage, wear or missing items) |
|------------------------------|---------|----------|-------------------------------------------------------|
| Walls                        |         |          |                                                       |
| Ceiling                      |         |          |                                                       |
| Floor / carpet               |         |          |                                                       |
| Windows and screens          |         |          |                                                       |
| Window coverings             |         |          |                                                       |
| Doors and locks              |         |          |                                                       |
| Closet and closet doors      |         |          |                                                       |
| Light fixtures / ceiling fan |         |          |                                                       |
| Switches and outlets         |         |          |                                                       |
| Smoke detector               |         |          |                                                       |
| Other                        |         |          |                                                       |

**BEDROOM:** \_\_\_\_\_

| Item                         | Move-in | Move-out | Comments (describe any damage, wear or missing items) |
|------------------------------|---------|----------|-------------------------------------------------------|
| Walls                        |         |          |                                                       |
| Ceiling                      |         |          |                                                       |
| Floor / carpet               |         |          |                                                       |
| Windows and screens          |         |          |                                                       |
| Window coverings             |         |          |                                                       |
| Doors and locks              |         |          |                                                       |
| Closet and closet doors      |         |          |                                                       |
| Light fixtures / ceiling fan |         |          |                                                       |
| Switches and outlets         |         |          |                                                       |
| Smoke detector               |         |          |                                                       |
| Other                        |         |          |                                                       |

**BATHROOM:** \_\_\_\_\_

| Item              | Move-in | Move-out | Comments (describe any damage, wear or missing items) |
|-------------------|---------|----------|-------------------------------------------------------|
| Walls and ceiling |         |          |                                                       |

| Item                        | Move-in | Move-out | Comments (describe any damage, wear or missing items) |
|-----------------------------|---------|----------|-------------------------------------------------------|
| Floor                       |         |          |                                                       |
| Toilet                      |         |          |                                                       |
| Sink, faucet and vanity     |         |          |                                                       |
| Tub / shower and enclosure  |         |          |                                                       |
| Tile and caulking           |         |          |                                                       |
| Mirror and medicine cabinet |         |          |                                                       |
| Towel bars and fixtures     |         |          |                                                       |
| Exhaust fan                 |         |          |                                                       |
| Light fixtures and outlets  |         |          |                                                       |
| Other                       |         |          |                                                       |

**BATHROOM:** \_\_\_\_\_

| Item                        | Move-in | Move-out | Comments (describe any damage, wear or missing items) |
|-----------------------------|---------|----------|-------------------------------------------------------|
| Walls and ceiling           |         |          |                                                       |
| Floor                       |         |          |                                                       |
| Toilet                      |         |          |                                                       |
| Sink, faucet and vanity     |         |          |                                                       |
| Tub / shower and enclosure  |         |          |                                                       |
| Tile and caulking           |         |          |                                                       |
| Mirror and medicine cabinet |         |          |                                                       |
| Towel bars and fixtures     |         |          |                                                       |
| Exhaust fan                 |         |          |                                                       |
| Light fixtures and outlets  |         |          |                                                       |
| Other                       |         |          |                                                       |

**LAUNDRY (if applicable)**

| Item                   | Move-in | Move-out | Comments (describe any damage, wear or missing items) |
|------------------------|---------|----------|-------------------------------------------------------|
| Washer                 |         |          |                                                       |
| Dryer                  |         |          |                                                       |
| Hookups and dryer vent |         |          |                                                       |
| Floor and walls        |         |          |                                                       |
| Cabinets and shelves   |         |          |                                                       |
| Other                  |         |          |                                                       |

**EXTERIOR, GARAGE AND OUTDOOR AREAS (if applicable)**

| Item                           | Move-in | Move-out | Comments (describe any damage, wear or missing items) |
|--------------------------------|---------|----------|-------------------------------------------------------|
| Garage door and opener         |         |          |                                                       |
| Garage floor and walls         |         |          |                                                       |
| Driveway / parking space       |         |          |                                                       |
| Yard and landscaping           |         |          |                                                       |
| Patio, deck or balcony         |         |          |                                                       |
| Fences and gates               |         |          |                                                       |
| Exterior doors and locks       |         |          |                                                       |
| Mailbox                        |         |          |                                                       |
| Trash and recycling containers |         |          |                                                       |
| Other                          |         |          |                                                       |

**SYSTEMS AND SAFETY**

| Item                         | Move-in | Move-out | Comments (describe any damage, wear or missing items) |
|------------------------------|---------|----------|-------------------------------------------------------|
| Heating system               |         |          |                                                       |
| Air conditioning             |         |          |                                                       |
| Thermostat                   |         |          |                                                       |
| Water heater                 |         |          |                                                       |
| Smoke detectors (all tested) |         |          |                                                       |

| Item                                   | Move-in | Move-out | Comments (describe any damage, wear or missing items) |
|----------------------------------------|---------|----------|-------------------------------------------------------|
| Carbon monoxide detectors (all tested) |         |          |                                                       |
| Fire extinguisher                      |         |          |                                                       |
| Plumbing (leaks, water pressure)       |         |          |                                                       |
| Other                                  |         |          |                                                       |

### FURNITURE AND FURNISHINGS (if applicable)

List each piece of furniture and each furnishing provided by the Landlord.

| Item | Qty | Move-in | Move-out | Comments |
|------|-----|---------|----------|----------|
|      |     |         |          |          |
|      |     |         |          |          |
|      |     |         |          |          |
|      |     |         |          |          |
|      |     |         |          |          |
|      |     |         |          |          |
|      |     |         |          |          |
|      |     |         |          |          |

### KEYS AND ITEMS ISSUED

| Item                       | Number issued at move-in | Number returned at move-out | Comments |
|----------------------------|--------------------------|-----------------------------|----------|
| Door keys                  |                          |                             |          |
| Mailbox keys               |                          |                             |          |
| Garage door / gate remotes |                          |                             |          |
| Access cards or fobs       |                          |                             |          |
| Parking permits            |                          |                             |          |
| Other                      |                          |                             |          |

### UTILITY METER READINGS

| Utility     | Move-in reading | Move-out reading |
|-------------|-----------------|------------------|
| Electricity |                 |                  |

| Utility | Move-in reading | Move-out reading |
|---------|-----------------|------------------|
| Gas     |                 |                  |
| Water   |                 |                  |

## MOVE-OUT

Move-out inspection date: \_\_\_\_\_

Tenant's forwarding address: \_\_\_\_\_

Items needing cleaning, repair or replacement at move-out (estimates only):

| Room / item           | Description | Estimated cost |
|-----------------------|-------------|----------------|
|                       |             | \$             |
|                       |             | \$             |
|                       |             | \$             |
|                       |             | \$             |
|                       |             | \$             |
|                       |             | \$             |
| <b>Total estimate</b> |             | <b>\$</b>      |

## SIGNATURES

**Move-In.** By signing in the move-in columns, the Landlord and each Tenant confirm that they inspected the property together and that this checklist accurately records its condition at move-in, except as noted.

**Move-Out.** By signing in the move-out columns, the Landlord and each Tenant confirm that they inspected the property together and that this checklist accurately records its condition at move-out, except as noted. A Tenant's signature does not mean the Tenant agrees to any deduction from the security deposit.

| Name              | Move-in signature | Date | Move-out signature | Date |
|-------------------|-------------------|------|--------------------|------|
| Tenant:           |                   |      |                    |      |
| Tenant:           |                   |      |                    |      |
| Tenant:           |                   |      |                    |      |
| Tenant:           |                   |      |                    |      |
| Landlord / agent: |                   |      |                    |      |