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

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

Lease Begin Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions**

All of the below items must be reviewed and notated prior to move-in and, again, prior to vacating the premises. A legend with helpful abbreviations can be found below to assist in filling out and reviewing this checklist. Any damages agreed upon during the Move In Inspection will be repaired by the landlord within a mutually agreed upon time. Any damages upon moving out that were not documented during the initial Move In Inspection may result in some, or all, of your security deposit being withheld.

Upon inspection at move-out, the landlord will send your security deposit to the forwarding address provided. If a new address is not provided, your security deposit will be mailed to your current address and the Post Office will forward to your new listed address.

**INSPECTION LEGEND ABBREVIATIONS**

|  |  |
| --- | --- |
| ***Property Condition*** | ***Action*** |
| *EC* – Excellent Condition | *RN –* Repair Needed |
| *GC –* Good Condition | *R –* Replacement Needed |
| *FC –* Fair Condition | *CN* – Full Cleaning Needed |
| *PC –* Poor Condition | *SCN* – Spot-Cleaning Needed |
| *CD* – Completely Damaged | *PN* – Painting Needed |
| *NF* – Not functioning | *SPN* – Spot-Painting Needed |
| *F* - Functioning | *None* – No action required |
| *NA* – Not Applicable | *RF –* Requires Follow-up inspection |

**BEDROOM #1**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Move-In Condition** | **Move-Out Condition** | **Cost** |
| *Floors* |  |  |  |
| *Walls* |  |  |  |
| *Ceiling* |  |  |  |
| *Doors* |  |  |  |
| *Fans* |  |  |  |
| *Windows* |  |  |  |
| *Screens* |  |  |  |
| *Shades/Blinds* |  |  |  |
| *Closets* |  |  |  |
| *Shelves* |  |  |  |
| *Light Fixtures* |  |  |  |
| *Fireplace* |  |  |  |
| *Outlets/Switches* |  |  |  |
|  |  |  |  |
|  |  |  |  |

**BEDROOM #2**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Move-In Condition** | **Move-Out Condition** | **Cost** |
| *Floors* |  |  |  |
| *Walls* |  |  |  |
| *Ceiling* |  |  |  |
| *Doors* |  |  |  |
| *Fans* |  |  |  |
| *Windows* |  |  |  |
| *Screens* |  |  |  |
| *Shades/Blinds* |  |  |  |
| *Closets* |  |  |  |
| *Shelves* |  |  |  |
| *Light Fixtures* |  |  |  |
| *Fireplace* |  |  |  |
| *Outlets/Switches* |  |  |  |
|  |  |  |  |
|  |  |  |  |

**KITCHEN**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Move-In Condition** | **Move-Out Condition** | **Cost** |
| *Floors* |  |  |  |
| *Walls* |  |  |  |
| *Ceiling* |  |  |  |
| *Doors* |  |  |  |
| *Fans* |  |  |  |
| *Windows* |  |  |  |
| *Screens* |  |  |  |
| *Shades/Blinds* |  |  |  |
| *Closets* |  |  |  |
| *Shelves* |  |  |  |
| *Light Fixtures* |  |  |  |
| *Outlets/Switches* |  |  |  |
| *Drawers* |  |  |  |
| *Cabinets* |  |  |  |
| *Sinks* |  |  |  |
| *Counters* |  |  |  |
| ***Microwave*** |  |  |  |
| *Interior* |  |  |  |
| *Exterior* |  |  |  |
| ***Oven*** |  |  |  |
| *Interior* |  |  |  |
| *Exterior* |  |  |  |
| *Racks* |  |  |  |
| *Drip Pan* |  |  |  |
| *Timer/Controls* |  |  |  |
| *Light* |  |  |  |
| ***Stove Top*** |  |  |  |
| *Burners* |  |  |  |
| *Controls* |  |  |  |
| *Surface* |  |  |  |
| ***Dishwasher*** |  |  |  |
| *Interior* |  |  |  |
| *Exterior* |  |  |  |
| *Controls* |  |  |  |
| ***Refrigerator*** |  |  |  |
| *Interior/shelves* |  |  |  |
| *Exterior* |  |  |  |
| *Lights* |  |  |  |
| ***Freezer*** |  |  |  |
| *Exterior* |  |  |  |
| *Interior/shelves* |  |  |  |
| *Lights* |  |  |  |
|  |  |  |  |
|  |  |  |  |

**BATHROOM #1**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Move-In Condition** | **Move-Out Condition** | **Cost** |
| *Floors* |  |  |  |
| *Walls* |  |  |  |
| *Ceiling* |  |  |  |
| *Doors* |  |  |  |
| *Exhaust Fan* |  |  |  |
| *Windows* |  |  |  |
| *Screens* |  |  |  |
| *Shades/Blinds* |  |  |  |
| *Closets* |  |  |  |
| *Shelves* |  |  |  |
| *Light Fixtures* |  |  |  |
| *Cabinets* |  |  |  |
| *Outlets/Switches* |  |  |  |
| *Mirrors* |  |  |  |
| *Sink* |  |  |  |
| ***Shower/Tub*** |  |  |  |
| *Shower Curtain/Door* |  |  |  |
| *Shower Shelves* |  |  |  |
| *Shower Head* |  |  |  |
| *Tub Spout* |  |  |  |
| ***Toilet*** |  |  |  |
| *Bowl* |  |  |  |
| *Seat* |  |  |  |
| *Exterior* |  |  |  |
| *Flush* |  |  |  |
|  |  |  |  |
|  |  |  |  |

**BATHROOM #2**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Move-In Condition** | **Move-Out Condition** | **Cost** |
| *Floors* |  |  |  |
| *Walls* |  |  |  |
| *Ceiling* |  |  |  |
| *Doors* |  |  |  |
| *Exhaust Fan* |  |  |  |
| *Windows* |  |  |  |
| *Screens* |  |  |  |
| *Shades/Blinds* |  |  |  |
| *Closets* |  |  |  |
| *Shelves* |  |  |  |
| *Light Fixtures* |  |  |  |
| *Cabinets* |  |  |  |
| *Outlets/Switches* |  |  |  |
| *Mirrors* |  |  |  |
| *Sink* |  |  |  |
| ***Shower/Tub*** |  |  |  |
| *Shower Curtain/Door* |  |  |  |
| *Shower Shelves* |  |  |  |
| *Shower Head* |  |  |  |
| *Tub Spout* |  |  |  |
| ***Toilet*** |  |  |  |
| *Bowl* |  |  |  |
| *Seat* |  |  |  |
| *Exterior* |  |  |  |
| *Flush* |  |  |  |
|  |  |  |  |
|  |  |  |  |

**LIVING/DINING ROOM**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Move-In Condition** | **Move-Out Condition** | **Cost** |
| *Floors* |  |  |  |
| *Walls* |  |  |  |
| *Ceiling* |  |  |  |
| *Doors* |  |  |  |
| *Fans* |  |  |  |
| *Windows* |  |  |  |
| *Screens* |  |  |  |
| *Shades/Blinds* |  |  |  |
| *Closets* |  |  |  |
| *Shelves* |  |  |  |
| *Light Fixtures* |  |  |  |
| *Fireplace* |  |  |  |
| *Outlets/Switches* |  |  |  |
|  |  |  |  |
|  |  |  |  |

**ENTRYWAY**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Move-In Condition** | **Move-Out Condition** | **Cost** |
| *Floors* |  |  |  |
| *Walls* |  |  |  |
| *Ceiling* |  |  |  |
| *Doors* |  |  |  |
| *Fans* |  |  |  |
| *Windows* |  |  |  |
| *Screens* |  |  |  |
| *Shades/Blinds* |  |  |  |
| *Closets* |  |  |  |
| *Shelves* |  |  |  |
| *Light Fixtures* |  |  |  |
| *Stairs* |  |  |  |
| *Railing* |  |  |  |
| *Outlets/Switches* |  |  |  |
|  |  |  |  |
|  |  |  |  |

**HALLWAY**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Move-In Condition** | **Move-Out Condition** | **Cost** |
| *Floors* |  |  |  |
| *Walls* |  |  |  |
| *Ceiling* |  |  |  |
| *Doors* |  |  |  |
| *Fans* |  |  |  |
| *Closets* |  |  |  |
| *Shelves* |  |  |  |
| *Light Fixtures* |  |  |  |
| *Stairs* |  |  |  |
| *Railing* |  |  |  |
| *Outlets/Switches* |  |  |  |
|  |  |  |  |
|  |  |  |  |

**OUTDOOR AREA**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Move-In Condition** | **Move-Out Condition** | **Cost** |
| *Patio* |  |  |  |
| *Porch* |  |  |  |
| *Deck* |  |  |  |
| *Backyard* |  |  |  |
| *Chairs* |  |  |  |
| *Parking Area* |  |  |  |
|  |  |  |  |
|  |  |  |  |

**MECHANICAL**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Move-In Condition** | **Move-Out Condition** | **Cost** |
| *Washer* |  |  |  |
| *Dryer* |  |  |  |
| *Air Conditioners* |  |  |  |
| *Heating* |  |  |  |
| *Thermostat* |  |  |  |
| *Smoke Alarm* |  |  |  |
| *Carbon Monoxide Detector* |  |  |  |
| *Circuit Breaker* |  |  |  |
| *Fireplace* |  |  |  |
| *Garbage Disposal* |  |  |  |
| *Stove Top* |  |  |  |
| *Oven* |  |  |  |
|  |  |  |  |
|  |  |  |  |

\*If an item is not applicable for a particular room, please write “NA” in the appropriate box.

\*\*If there are no damages, please write “None” in the appropriate box.

**ADDITIONAL COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Move-In Inspection Date: \_\_\_\_\_\_\_\_\_\_

Landlord Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Landlord Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tenant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tenant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Move-Out Inspection Date: \_\_\_\_\_\_\_\_\_\_

Landlord Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Landlord Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tenant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tenant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_