

# UTAH MOVE-IN CHECKLIST

INVENTORY CHECKLIST FOR \_\_\_\_\_

Landlord's name and address \_\_\_\_\_

Security deposit deposited at \_\_\_\_\_

Name(s) of the tenant(s) \_\_\_\_\_

**MOVE-IN**

Move-In Date:

**MOVE-OUT**

Move-Out Date:

**KITCHEN**

Refrigerator	_____	_____
Range & oven	_____	_____
Broiler	_____	_____
Range hood & fan	_____	_____
Sink & counter	_____	_____
Garbage disposal	_____	_____
Cabinets	_____	_____
Light fixture	_____	_____
Walls/ceiling & paint	_____	_____
Carpet/floor	_____	_____
Curtains or draperies	_____	_____
Windows & screens	_____	_____
Furniture	_____	_____
Closets	_____	_____
Shelves	_____	_____
Doors	_____	_____
Plumbing fixtures	_____	_____
Other	_____	_____

**DINING ROOM**

Thermostat	_____	_____
Air conditioner	_____	_____
Door	_____	_____
Windows & screens	_____	_____
Walls/ceiling & paint	_____	_____
Carpet/floor	_____	_____
Curtains or draperies	_____	_____
Light fixture	_____	_____
Furniture	_____	_____
Closets	_____	_____
Shelves	_____	_____

Other

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**LIVING ROOM**

Thermostat

Air conditioner

Door

Windows & screens

Walls/ceiling & paint

Carpet/floor

TV cord & adaptor

Curtains or draperies

Light fixture

Furniture

Closets

Shelves

Other

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**BATHROOM**

Bathtub/shower

Sink & counter

Medicine cabinet

Vent fan

Ceramic tile

Light fixture

Walls/ceiling & paint

Carpet/floor

Curtains or draperies

Windows

Closets

Shelves

Doors

Toilet

Other

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**BEDROOM NO. 1**

Doors

Windows & screens

Light fixture

Walls/ceiling paint

Carpet/floor

Closets

Curtains or draperies

Furniture

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Shelves  
Other

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**BEDROOM NO. 2**

Doors  
Windows & screens  
Light fixture  
Walls/ceiling paint  
Carpet/floor  
Closets  
Curtains or draperies  
Furniture  
Shelves  
Other

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**BASEMENT/STORAGE**

Windows  
Walls/ceiling & paint  
Closets  
Floors  
Doors  
Other

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**HALLWAY(S)**

Doors  
Walls/ceiling & paint  
Floors  
Windows  
Other

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**STAIRWELL**

Doors  
Walls/ceiling & paint  
Floors  
Windows  
Railings  
Other

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**GARAGE/PARKING  
AREA**

Windows  
Walls/ceiling

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Shelves	_____	_____
Paint	_____	_____
Doors	_____	_____
Other	_____	_____
	_____	_____

**DATE UTILITIES NOTIFIED**

Gas company	_____	_____
Electric company	_____	_____
Water & sewer	_____	_____

**NUMBER OF KEYS**

_____	_____
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**RECEIPT FOR INVENTORY CHECKLIST AND LEASE**

Tenant acknowledges a copy of two Inventory checklists and a signed copy of the Lease for Premises located at \_\_\_\_\_

If one completed Checklist is not returned to Landlord, the Landlord and Tenant agree that none of the real or personal property at the premises is damaged or flawed in any way.

TENANT \_\_\_\_\_ DATE \_\_\_\_\_

**ITEMIZED LIST OF CHARGES**

TENANT \_\_\_\_\_ DATE MAILED \_\_\_\_\_

FORWARDING ADDRESS \_\_\_\_\_

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**CREDITS**

- 1. Security Deposit \$ \_\_\_\_\_
- 2. Other \$ \_\_\_\_\_

TOTAL CREDITS \$ \_\_\_\_\_

**CHARGES**

- 1. Rental arrearage \$ \_\_\_\_\_
- 2. Rent due for premature termination of the lease by the tenant \$ \_\_\_\_\_
- 3. The tenant's utility bills not paid by the tenant \$ \_\_\_\_\_
- 4. Damages to property and estimated cost of repair:
  - a. \$ \_\_\_\_\_
  - b. \$ \_\_\_\_\_
  - c. \$ \_\_\_\_\_
  - d. \$ \_\_\_\_\_
  - e. \$ \_\_\_\_\_

TOTAL CHARGES \$ \_\_\_\_\_

AMOUNT OWED TO THE TENANT  
(if charges are less than credits,  
the tenant is entitled to receive this amount) \$ \_\_\_\_\_

ADDITIONAL AMOUNT OWED TO THE LANDLORD  
(if credits are less than charges, the tenant owes this  
additional amount to the landlord) \$ \_\_\_\_\_