



## MOVE-IN + MOVE-OUT CHECKLIST

INSTRUCTIONS: TENANT MUST COMPLETE THIS CHECKLIST WITHIN THE FIRST 72 HOURS OF THE COMMENCEMENT DATE OF THE LEASE AGREEMENT. LANDLORD AND/OR LANDLORDS AGENT WILL REVIEW COMPLETED CHECKLIST AGAINST CONDITION OF THE PROPERTY, IF AGREED, LANDLORD OR ITS AGENT WILL SIGN THE FORM — EACH PARTY KEEPS A COPY OF THE SIGNED CHECKLIST. BOTH PARTIES WILL UTILIZE THIS CHECKLIST DURING THE MOVE-OUT PROCESS AND WILL INSPECT AGAINST TO DETERMINE IF ANY OF THE TENANTS DEPOSIT WILL BE RETAINED FOR THE PURPOSE OF CLEANING, REPAIRS, FEES, ETC. NOTE: THIS CHECKLIST IS INTENDED FOR USE AS A RECORD OF THE CONDITION OF THE RENTAL UNIT. THIS LIST DOES NOT IMPLY OR OBLIGATE THE LANDLORD TO MAKE REPAIRS.

### LIVING/DINING ROOM

ITEM	MOVE-IN	MOVE-OUT	NOTES
WALLS/CEILING			
FLOORS			
DOORS/LOCKS/HARDWARE			
LIGHTING FIXTURES			
WINDOWS/COVERINGS			
OUTLETS			
FIREPLACE			
SMOKE/CO2 ALARMS			
EXTRA			
EXTRA			
EXTRA			

### KITCHEN

ITEM	MOVE-IN	MOVE-OUT	NOTES
REFRIGERATOR			
OVEN/BURNERS/HOOD VENT			
MICROWAVE			
CABINETS			
WALLS/CEILING			
FLOORS			
DOORS/LOCKS/HARDWARE			
LIGHTING FIXTURES/FAN			
WINDOW COVERINGS			
SINK/DISPOSAL			
DISHWASHER			
COUNTERS/BACKSPLASH			
WINDOW/COVERINGS			
SMOKE/CO2 ALARMS			
EXTRA			
EXTRA			
EXTRA			



### BEDROOM 1

ITEM	MOVE-IN	MOVE-OUT	NOTES
WALLS/CEILING			
FLOORS			
DOORS/LOCKS/HARDWARE			
WINDOWS/COVERINGS			
LIGHTING FIXTURES/FAN			
OUTLETS/ELECTRICAL			
CLOSET			
SMOKE/CO2 ALARMS			
EXTRA			
EXTRA			

### BEDROOM 2

ITEM	MOVE-IN	MOVE-OUT	NOTES
WALLS/CEILING			
FLOORS			
DOORS/LOCKS/HARDWARE			
WINDOWS/COVERINGS			
LIGHTING FIXTURES/FAN			
OUTLETS/ELECTRICAL			
CLOSET			
SMOKE/CO2 ALARMS			
EXTRA			
EXTRA			

### BEDROOM 3

ITEM	MOVE-IN	MOVE-OUT	NOTES
WALLS/CEILING			
FLOORS			
DOORS/LOCKS/HARDWARE			
WINDOWS/COVERINGS			
LIGHTING FIXTURES/FAN			
OUTLETS/ELECTRICAL			
CLOSET			
SMOKE/CO2 ALARMS			
EXTRA			
EXTRA			



BEDROOM 4

ITEM	MOVE-IN	MOVE-OUT	NOTES
WALLS/CEILING			
FLOORS			
DOORS/LOCKS/HARDWARE			
WINDOWS/COVERINGS			
LIGHTING FIXTURES/FAN			
OUTLETS/ELECTRICAL			
CLOSET			
SMOKE/CO2 ALARMS			
EXTRA			

BATHROOM 1

ITEM	MOVE-IN	MOVE-OUT	NOTES
WALLS/CEILING			
FLOORS			
DOORS/LOCKS/HARDWARE			
WINDOWS/COVERINGS			
LIGHTING FIXTURES/FAN			
OUTLETS/ELECTRICAL			
CLOSET			
SMOKE/CO2 ALARMS			
SINK/PLUMBING			
BATHTUB/SHOWER			
TOILET			
EXTRA			

BATHROOM 2

ITEM	MOVE-IN	MOVE-OUT	NOTES
WALLS/CEILING			
FLOORS			
DOORS/LOCKS/HARDWARE			
WINDOWS/COVERINGS			
LIGHTING FIXTURES/FAN			
OUTLETS/ELECTRICAL			
CLOSET			
SMOKE/CO2 ALARMS			
SINK/PLUMBING			
BATHTUB/SHOWER			
TOILET			
EXTRA			



### BATHROOM 3

ITEM	MOVE-IN	MOVE-OUT	NOTES
WALLS/CEILING			
FLOORS			
DOORS/LOCKS/HARDWARE			
WINDOWS/COVERINGS			
LIGHTING FIXTURES/FAN			
OUTLETS/ELECTRICAL			
CLOSET			
SMOKE/CO2 ALARMS			
SINK/PLUMBING			
BATHTUB/SHOWER			
TOILET			
EXTRA			

### HALLWAYS

ITEM	MOVE-IN	MOVE-OUT	NOTES
WALLS/CEILING			
FLOORS			
DOORS/LOCKS/HARDWARE			
LIGHTING FIXTURES/FAN			
OUTLETS/ELECTRICAL			
CLOSET			
SMOKE/CO2 ALARMS			
EXTRA			
EXTRA			

### OTHER AREAS

ITEM	MOVE-IN	MOVE-OUT	NOTES
HEATING SYSTEM			
AIR CONDITIONING			
LAWN/GARDEN			
BACK DOOR/PATIO			
FENCE			
FRONT DOOR/PORCH			
PARKING AREA			
CLOSET			
SMOKE/CO2 ALARMS			
EXTRA			
EXTRA			
EXTRA			



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MOVE-IN COMMENTS: \_\_\_\_\_

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MOVE-OUT COMMENTS: \_\_\_\_\_

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\*Tenant acknowledges that all smoke alarms, carbon monoxide alarms are found in working order. Tenant agrees to test all detectors at least once a month and to report any problems to Landlord in writing.

MOVE-IN DATE: \_\_\_\_\_

MOVE-OUT DATE: \_\_\_\_\_

DATE CHECKLIST WAS COMPLETED: \_\_\_\_\_

DATE CHECKLIST WAS COMPLETED: \_\_\_\_\_

TENANT SIGNATURE: \_\_\_\_\_

TENANT SIGNATURE: \_\_\_\_\_

TENANT SIGNATURE: \_\_\_\_\_

TENANT SIGNATURE: \_\_\_\_\_

DATE RECEIVED BY LANDLORD: \_\_\_\_\_

DATE RECEIVED BY LANDLORD: \_\_\_\_\_

LANDLORD SIGNATURE: \_\_\_\_\_

LANDLORD SIGNATURE: \_\_\_\_\_