

Property Inspection Checklist for Cash for Keys

Did You Know? Cash for Keys agreements can save landlords an average of \$3,500-5,000 compared to a formal eviction process, while still providing tenants with financial assistance for their transition!

Pre-Inspection Preparation

- ☐ Schedule inspection date/time with tenant in writing
- ☐ Bring copy of original lease agreement
- ☐ Prepare Cash for Keys agreement document
- ☐ Bring camera/smartphone for documentation
- ☐ Bring property condition report from move-in
- ☐ Prepare payment method (check/money order - NOT cash)
- ☐ Bring extra keys for property
- ☐ Notify tenant of specific move-out requirements

Exterior Inspection

- ☐ Walkways and driveways clear of debris
- ☐ Landscape returned to original condition (if tenant responsible)
- ☐ Exterior light fixtures intact and functional
- ☐ No damage to siding, exterior walls, or foundation
- ☐ Windows intact without cracks or breakage
- ☐ Exterior doors functioning properly
- ☐ No unauthorized modifications to structure
- ☐ Mailbox accessible and in good condition
- ☐ Garbage/recycling bins emptied and clean

Interior Inspection - General

- ☐ All tenant possessions removed completely
- ☐ No garbage or debris left behind
- ☐ No unauthorized occupants present
- ☐ All lightbulbs functioning
- ☐ Smoke/CO detectors present and functioning
- ☐ No evidence of pest infestation
- ☐ HVAC filters clean/replaced

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- ☐ No damage to walls beyond normal wear and tear
- ☐ Flooring in acceptable condition
- ☐ No unauthorized modifications to interior

Kitchen Inspection

- ☐ Appliances clean and functioning
- ☐ No damage to countertops or cabinets
- ☐ Sink and faucets working properly
- ☐ Garbage disposal operational (if applicable)
- ☐ No leaks under sink
- ☐ All cabinet hardware intact

Bathroom Inspection

- ☐ Toilets flush properly
- ☐ No leaks from faucets or pipes
- ☐ Shower/tub clean and draining properly
- ☐ Exhaust fan operational
- ☐ No evidence of mold or water damage
- ☐ Mirrors intact
- ☐ All fixtures secured and functioning

Utilities & Systems

- ☐ All utilities properly transferred/disconnected
- ☐ Water shut-off accessible
- ☐ Electrical panel accessible and labeled
- ☐ No tripped breakers or electrical issues
- ☐ HVAC system functioning properly
- ☐ Water heater operational
- ☐ No gas leaks (if applicable)

Keys & Access Items

- ☐ All keys returned (house, mailbox, storage, etc.)
- ☐ Garage door openers returned

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- ☐ Security system codes provided/reset
- ☐ Gate access cards/fobs returned
- ☐ Parking permits returned

Cash for Keys Agreement Completion

- ☐ Tenant has signed move-out agreement
- ☐ Property meets all specified conditions
- ☐ Forwarding address obtained from tenant
- ☐ Security deposit disposition discussed
- ☐ Payment amount verified and documented
- ☐ Receipt for payment signed by tenant
- ☐ Final walkthrough completed with tenant present
- ☐ Documentation of property condition complete (photos)
- ☐ Tenant has physically vacated premises

Post-Inspection Tasks

- ☐ Change locks
- ☐ Reset garage door codes
- ☐ Reset security system
- ☐ Schedule professional cleaning (if needed)
- ☐ Schedule necessary repairs
- ☐ Document condition for security deposit accounting
- ☐ Update property management software
- ☐ Notify insurance of vacancy (if applicable)
- ☐ Schedule re-keying of all locks
- ☐ Begin marketing property for new tenants

State-Specific Considerations

- ☐ Document compliance with state-specific move-out laws
- ☐ Ensure proper notice periods were followed
- ☐ Verify Cash for Keys amount complies with local regulations
- ☐ Check local ordinances for any additional requirements
- ☐ Confirm compliance with state security deposit laws

Property Inspection Checklist for Cash for Keys

Property Address: _____

Tenant Name(s): _____

Inspection Date: _____ **Time:** _____

Inspector Name: _____

Cash for Keys Amount: \$ _____

Notes:

Tenant Signature: _____ **Date:** _____

Landlord/Manager Signature: _____ **Date:** _____

Remember: The effectiveness of a Cash for Keys agreement varies by state due to differing eviction laws and tenant protections. Always consult with a local attorney to ensure your process complies with specific state regulations.