



Tenant Move In/Out Checklist

Property address/Unit _____

Tenant name(s): _____

Lease Begin Date: _____

Instructions

Completion of an additional **furniture checklist** is required to complete the leasing process. 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

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

BEDROOM #1 Blue Room

<i>Item</i>	Move-In Condition	Move-Out Condition	Notes
<i>Floors</i>			
<i>Walls</i>			
<i>Ceiling</i>			
<i>Doors</i>			
<i>Fans</i>			
<i>Windows</i>			
<i>Screens</i>			

<i>Shades/Blinds</i>			
<i>Closets</i>			
<i>Shelves</i>			
<i>Light Fixtures</i>			
<i>Fireplace</i>			
<i>Outlets/Switches</i>			

BEDROOM #2 Green Room

<i>Item</i>	Move-In Condition	Move-Out Condition	Notes
<i>Floors</i>			
<i>Walls</i>			
<i>Ceiling</i>			
<i>Doors</i>			
<i>Fans</i>			
<i>Windows</i>			

<i>Screens</i>			
<i>Shades/Blinds</i>			
<i>Closets</i>			
<i>Shelves</i>			
<i>Light Fixtures</i>			
<i>Fireplace</i>			
<i>Outlets/Switches</i>			

BEDROOM #3 Red Room

<i>Item</i>	Move-In Condition	Move-Out Condition	Notes
<i>Floors</i>			
<i>Walls</i>			
<i>Ceiling</i>			
<i>Doors</i>			
<i>Fans</i>			
<i>Windows</i>			
<i>Screens</i>			
<i>Shades/Blinds</i>			
<i>Closets</i>			
<i>Shelves</i>			
<i>Light Fixtures</i>			
<i>Fireplace</i>			
<i>Outlets/Switches</i>			

KITCHEN

<i>Item</i>	Move-In Condition	Move-Out Condition	Notes
<i>Floors</i>			
<i>Walls</i>			
<i>Ceiling</i>			
<i>Doors</i>			
<i>Fans</i>			
<i>Windows</i>			
<i>Screens</i>			
<i>Shades/Blinds</i>			
<i>Closets</i>			
<i>Shelves</i>			
<i>Light Fixtures</i>			
<i>Outlets/Switches</i>			
<i>Drawers</i>			
<i>Cabinets</i>			
<i>Sinks</i>			
<i>Counters</i>			
<i>Microwave</i>			
<i>Interior</i>			
<i>Exterior</i>			
<i>Oven</i>			
<i>Interior</i>			

<i>Exterior</i>			
<i>Racks</i>			
<i>Drip Pan</i>			
<i>Timer/Controls</i>			
<i>Light</i>			
<i>Stove Top</i>			
<i>Burners</i>			
<i>Controls</i>			
<i>Surface</i>			
<i>Dishwasher</i>			
<i>Interior</i>			
<i>Exterior</i>			
<i>Controls</i>			
<i>Refrigerator</i>			
<i>Interior/shelves</i>			
<i>Exterior</i>			
<i>Lights</i>			
<i>Freezer</i>			
<i>Exterior</i>			
<i>Interior/shelves</i>			
<i>Lights</i>			

BATHROOM #1

<i>Item</i>	Move-In Condition	Move-Out Condition	Notes
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<i>Floors</i>			
<i>Walls</i>			
<i>Ceiling</i>			
<i>Doors</i>			
<i>Exhaust Fan</i>			
<i>Windows</i>			
<i>Screens</i>			
<i>Shades/Blinds</i>			
<i>Closets</i>			
<i>Shelves</i>			
<i>Light Fixtures</i>			
<i>Cabinets</i>			
<i>Outlets/Switches</i>			
<i>Mirrors</i>			
<i>Sink</i>			
<i>Shower/Tub</i>			
<i>Shower Curtain/Door</i>			
<i>Shower Shelves</i>			
<i>Shower Head</i>			
<i>Tub Spout</i>			
<i>Toilet</i>			

<i>Bowl</i>			
<i>Seat</i>			
<i>Exterior</i>			

<i>Flush</i>			
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BATHROOM #2

<i>Item</i>	Move-In Condition	Move-Out Condition	Notes
<i>Floors</i>			
<i>Walls</i>			
<i>Ceiling</i>			
<i>Doors</i>			
<i>Exhaust Fan</i>			
<i>Windows</i>			
<i>Screens</i>			
<i>Shades/Blinds</i>			
<i>Closets</i>			
<i>Shelves</i>			
<i>Light Fixtures</i>			
<i>Cabinets</i>			
<i>Outlets/Switches</i>			
<i>Mirrors</i>			
<i>Sink</i>			
<i>Shower/Tub</i>			
<i>Shower Curtain/Door</i>			

<i>Shower Shelves</i>			
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<i>Shower Head</i>			
<i>Tub Spout</i>			
<i>Toilet</i>			
<i>Bowl</i>			
<i>Seat</i>			
<i>Exterior</i>			
<i>Flush</i>			

LIVING/DINING ROOM

<i>Item</i>	Move-In Condition	Move-Out Condition	Notes
<i>Floors</i>			
<i>Walls</i>			
<i>Ceiling</i>			
<i>Doors</i>			
<i>Fans</i>			
<i>Windows</i>			
<i>Screens</i>			
<i>Shades/Blinds</i>			
<i>Closets</i>			
<i>Shelves</i>			
<i>Light Fixtures</i>			
<i>Fireplace</i>			
<i>Outlets/Switches</i>			

ENTRYWAY

<i>Item</i>	Move-In Condition	Move-Out Condition	Notes
<i>Floors</i>			
<i>Walls</i>			
<i>Ceiling</i>			
<i>Doors</i>			
<i>Fans</i>			
<i>Windows</i>			
<i>Screens</i>			
<i>Shades/Blinds</i>			
<i>Closets</i>			
<i>Shelves</i>			
<i>Light Fixtures</i>			
<i>Stairs</i>			
<i>Railing</i>			
<i>Outlets/Switches</i>			

HALLWAY

<i>Item</i>	Move-In Condition	Move-Out Condition	Notes
<i>Floors</i>			
<i>Walls</i>			
<i>Ceiling</i>			

<i>Doors</i>			
<i>Fans</i>			

<i>Closets</i>			
<i>Shelves</i>			
<i>Light Fixtures</i>			
<i>Stairs</i>			
<i>Railing</i>			
<i>Outlets/Switches</i>			

OUTDOOR AREA

<i>Item</i>	Move-In Condition	Move-Out Condition	Notes
<i>Patio</i>			
<i>Porch</i>			
<i>Deck</i>			
<i>Backyard</i>			
<i>Chairs</i>			
<i>Parking Area</i>			

MECHANICAL

<i>Item</i>	Move-In Condition	Move-Out Condition	Notes
<i>Washer</i>			

<i>Dryer</i>			
<i>Air Conditioners</i>			
<i>Heating</i>			
<i>Thermostat</i>			
<i>Smoke Alarm</i>			

<i>Carbon Monoxide Detector</i>			
<i>Circuit Breaker</i>			
<i>Fireplace</i>			
<i>Garbage Disposal</i>			
<i>Stove Top</i>			
<i>Oven</i>			

Tenant Move In/Out Checklist

*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:

Tenant Move In

Move-In Inspection Date: _____

Property Manager Name: _____ Property Manager Signature_____

Tenant Name: _____ Tenant Signature: _____

Tenant Move Out

Move-Out Inspection Date: _____

Property Manager Name: _____ Property Manager Signature _____

Tenant Name: _____ Tenant Signature: _____