

# LANDLORD & TENANT MOVE-IN/MOVE-OUT CHECKLIST

Resident:

Property:

Apartment #:

Unit Size:

Move-In Inspection Date:

Move-Out Inspection Date:

Item	Condition		Cost to Correct
	Move-In	Move-Out	
<b>ENTRANCE/HALLS</b>			
Steps and Landings			
Handrails			
Doors			
Hardware/Locks			
Walls/Coverings			
Windows/Coverings			
Ceilings			
Floors/Coverings			
Lighting <sup>1</sup>			
Electrical Outlets			
Closets <sup>2</sup>			
Fire Alarms/Equipment			
<b>LIVING ROOM</b>			
Walls/Coverings			
Windows/Coverings			
Ceiling			
Floors/Covering			
Lighting <sup>1</sup>			
Electrical Outlets			

Item	Condition		Cost to Correct
	Move-In	Move-Out	
<b>DINING ROOM</b>			
Walls/Coverings			
Windows/Coverings			
Ceiling			
Floors/Coverings			
Lighting <sup>1</sup>			
Electrical Outlets			
<b>KITCHEN</b>			
Range			
Refrigerator			
Sink/Faucets <sup>3</sup>			
Walls/Coverings			
Windows/Coverings			
Ceiling			
Floors/Coverings			
Lighting <sup>1</sup>			
Electrical outlets			
Cabinets			
Closets/Pantry <sup>2</sup>			
Exhaust Fan			
Fire Alarms/Equipment			
<b>BEDROOM(S)</b>			
Doors & Locks			
Walls/Coverings			
Windows/Coverings			
Ceiling			
Floors/Covering			
Closets <sup>2</sup>			
Lighting <sup>1</sup>			
Electrical Outlets			

Item	Condition		Cost to Correct
	Move-In	Move-Out	
<b>BATHROOM(S)</b>			
Sink/Faucets <sup>3</sup>			
Shower/Tub <sup>3</sup>			
Curtain Rack/Door			
Toilet			
Towel Rack			
Doors/Locks			
Walls/Coverings			
Windows/Coverings			
Ceiling			
Floors/Coverings			
Closets <sup>2</sup>			
Cabinets			
Exhaust Fan			
Lighting <sup>1</sup>			
Electrical Outlets			
<b>OTHER EQUIPMENT</b>			
Heating Equipment			
Air-Conditioning Unit(s)			
Hot-Water Heater			
Smoke/Fire Alarms			
Thermostat			
Doorbell			
TOTAL			
1. Fixtures, Bulbs, Switches, and Timers 2. Floor/Walls/Ceiling, Shelves/Rods, Lighting 3. Water pressure and Hot water			

**Move-In**

This unit is in decent, safe and sanitary condition. Any deficiencies identified in this report will be remedied within thirty (30) days of the date the tenant moves into the unit.

\_\_\_\_\_  
Manager's/Landlord's Signature

I have inspected the apartment and found \*\*this unit to be in decent, safe, and sanitary condition. Any deficiencies are noted above. \*\*I recognize that I am responsible for keeping the apartment in good condition, with the exception of normal wear. In the event of damage, I agree to pay the cost to restore the apartment to its original condition.

\_\_\_\_\_  
Resident's Signature

\_\_\_\_\_  
Resident's Signature

	By	Date
Prepared	_____	_____
Reviewed	_____	_____
Prepared	_____	_____
Reviewed	_____	_____

**Move-Out**

\_\_\_\_\_  
Manager's Signature

\_\_\_\_ Agree with move-out inspection.  
\_\_\_\_ Disagree with move-out inspection  
If disagree, list specific items of disagreement.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Resident's Signature

\_\_\_\_\_  
Resident's Signature

	By	Date
Prepared	_____	_____
Reviewed	_____	_____
Prepared	_____	_____
Reviewed	_____	_____