

Tenant Move In Checklist

Property address _____

Tenant name(s): _____

Lease Begin Date: _____

Instructions

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

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

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

BEDROOM #2

<i>Item</i>	Move-In Condition	Move-Out Condition	Cost
<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>			

Tenant Move In Checklist

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KITCHEN

Item	Move-In Condition	Move-Out Condition	Cost
<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>			
Microwave			
<i>Interior</i>			
<i>Exterior</i>			
Oven			
<i>Interior</i>			

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

BATHROOM #1

Item	Move-In Condition	Move-Out Condition	Cost
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Tenant Move In Checklist

<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>			

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<i>Flush</i>			

BATHROOM #2

Item	Move-In Condition	Move-Out Condition	Cost
<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>			
Toilet			
<i>Bowl</i>			
<i>Seat</i>			
<i>Exterior</i>			
<i>Flush</i>			

LIVING/DINING ROOM

Item	Move-In Condition	Move-Out Condition	Cost
<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>			

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ENTRYWAY

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

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<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	Cost
<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	Cost
<i>Washer</i>			

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<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>			

*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:

Move-In Inspection Date: _____

Landlord Name: _____

Landlord Signature: _____

Tenant Name: _____

Tenant Signature: _____

Tenant Move In Checklist

Tenant Name: _____

Tenant Signature: _____

Move-Out Inspection Date: _____

Landlord Name: _____

Landlord Signature: _____

Tenant Name: _____

Tenant Signature: _____

Tenant Name: _____

Tenant Signature: _____