



Checklist for Move In or Move Out (circle one)

Tenant Name: _____

Dwelling Address: _____

Move In Date: _____ **Move Out Date:** _____

Forwarding Address: _____

Home Phone: _____ **Cell Phone:** _____

Note the condition of each area. This is not a repair request form.

Front Entrance	New	Good	Fair	Poor	Comments on Move In	Comments on Move Out
Door/Screen/Knob/Lock						
Flooring						
Security System						
Back Entrance	New	Good	Fair	Poor	Comments on Move In	Comments on Move Out
Door/Screen/Knob/Lock						
Flooring						
Kitchen	New	Good	Fair	Poor	Comments on Move In	Comments on Move Out
Microwave						
Oven/Stove						
Exhaust Fan						
Refrigerator						
Sink						
Kickboard (under sink)						
Faucets						
Disposal						
Dishwasher						
Countertops						
Cabinets/Drawers						
Light Fixtures						
Outlets/Switches						
A/C Vent Cover						
Windows/Screens/Tracks						
Walls						
Ceiling						
Flooring						
Doors						
Locks/Door Knobs						

Property Address: _____

Living Room	New	Good	Fair	Poor	Comments on Move In	Comments on Move Out
Light Fixtures						
Outlets/Switches						
Ceiling Fan						
Curtains/Blinds						
Windows/Screens/Tracks						
Walls						
Fireplace						
Ceiling						
Flooring						
Doors						
Locks/Door Knobs						
Dining Room	New	Good	Fair	Poor	Comments on Move In	Comments on Move Out
Light Fixtures						
Outlets/Switches						
Ceiling Fan						
Curtains/Blinds						
Windows/Screens/Tracks						
Walls						
Ceiling						
Flooring						
Doors						
Locks/Door Knobs						
Family Room/Den/Rec Room	New	Good	Fair	Poor		
Light Fixtures						
Outlets/Switches						
Ceiling Fan						
Curtains/Blinds						
Windows/Screens/Tracks						
Walls						
Fireplace						
Ceiling						
Flooring						
Doors						
Locks/Door Knobs						

Property Address: _____

Hallway 1	New	Good	Fair	Poor	Comments on Move In	Comments on Move Out
Light Fixtures						
Outlets/Switches						
Ceiling Fan						
Curtains/Blinds						
Windows/Screens/Tracks						
Walls						
Ceiling						
Flooring						
Doors						
Locks/Door Knobs						
Master Bedroom/Bedroom 1	New	Good	Fair	Poor	Comments on Move In	Comments on Move Out
Light Fixtures						
Outlets/Switches						
Ceiling Fan						
Curtains/Blinds						
Windows/Screens/Tracks						
Walls						
Fireplace						
Ceiling						
Flooring						
Doors						
Locks/Door Knobs						
Bedroom 2	New	Good	Fair	Poor	Comments on Move In	Comments on Move Out
Light Fixtures						
Outlets/Switches						
Ceiling Fan						
Curtains/Blinds						
Windows/Screens/Tracks						
Walls						
Fireplace						
Ceiling						
Flooring						
Doors						
Locks/Door Knobs						

Property Address: _____

Bedroom 3	New	Good	Fair	Poor	Comments on Move In	Comments on Move Out
Light Fixtures						
Outlets/Switches						
Ceiling Fan						
Curtains/Blinds						
Windows/Screens/Tracks						
Walls						
Fireplace						
Ceiling						
Flooring						
Doors						
Locks/Door Knobs						
Bedroom 4	New	Good	Fair	Poor	Comments on Move In	Comments on Move Out
Light Fixtures						
Outlets/Switches						
Ceiling Fan						
Curtains/Blinds						
Windows/Screens/Tracks						
Walls						
Fireplace						
Ceiling						
Flooring						
Doors						
Locks/Door Knobs						
Hallway 2	New	Good	Fair	Poor	Comments on Move In	Comments on Move Out
Light Fixtures						
Outlets/Switches						
Ceiling Fan						
Curtains/Blinds						
Windows/Screens/Tracks						
Walls						
Ceiling						
Flooring						
Doors						
Locks/Door Knobs						

Property Address: _____

Bathroom 1	New	Good	Fair	Poor	Comments on Move In	Comments on Move Out
Light Fixtures						
Outlets/Switches						
Ceiling Fan						
Curtains/Blinds						
Windows/Screens/Tracks						
Walls						
Ceiling						
Flooring						
Doors						
Locks/Door Knobs						
Tub/Sink/Toilet/Shower						
Bathroom 2	New	Good	Fair	Poor	Comments on Move In	Comments on Move Out
Light Fixtures						
Outlets/Switches						
Ceiling Fan						
Curtains/Blinds						
Windows/Screens/Tracks						
Walls						
Ceiling						
Flooring						
Doors						
Locks/Door Knobs						
Tub/Sink/Toilet/Shower						
Bathroom 3	New	Good	Fair	Poor	Comments on Move In	Comments on Move Out
Light Fixtures						
Outlets/Switches						
Ceiling Fan						
Curtains/Blinds						
Windows/Screens/Tracks						
Walls						
Ceiling						
Flooring						
Doors						
Locks/Door Knobs						
Tub/Sink/Toilet/Shower						

Property Address: _____

Misc Room	New	Good	Fair	Poor	Comments on Move In	Comments on Move Out
Light Fixtures						
Outlets/Switches						
Ceiling Fan						
Curtains/Blinds						
Windows/Screens/Tracks						
Walls						
Ceiling						
Flooring						
Doors						
Locks/Door Knobs						
Laundry	New	Good	Fair	Poor	Comments on Move In	Comments on Move Out
Washer						
Dryer						
Light Fixtures						
Outlets/Switches						
Ceiling Fan						
Curtains/Blinds						
Windows/Screens/Tracks						
Walls						
Ceiling						
Flooring						
Doors						
Locks/Door Knobs						
Garage	New	Good	Fair	Poor	Comments on Move In	Comments on Move Out
Opener(s)						
Garage Door						
Light Fixtures						
Outlets/Switches						
Ceiling Fan						
Curtains/Blinds						
Windows/Screens/Tracks						
Walls						
Ceiling						
Flooring						
Doors						
Locks/Door Knobs						
Water Shut Off Located?						

Property Address: _____

Exterior	New	Good	Fair	Poor	Comments on Move In	Comments on Move Out
Yard						
Mail Box						
Driveway						
Gates						
Light Fixtures						
Fencing						
Sprinkler/Drip System						
Patio Cover						
Storage Shed						
Pool Equipment						
Exterior	New	Good	Fair	Poor	Comments on Move In	Comments on Move Out
Trees/Shrubs						
Outlets						
Door Knobs						
AC/Heat Pump Unit						
Hose Bib/Water Faucet						
Back/Side Door/Door Knobs						
Miscellaneous	New	Good	Fair	Poor	Comments on Move In	Comments on Move Out
Carbon Monoxide Detector						
Smoke Detector						

Move In:		Move Out :	
Tenant Signature	Date Signed	Date Move-Out Inspection Performed	
Tenant Signature	Date Signed	Property Manager	Date Signed
Property Manager	Date Signed		