



Rental Resources Program

Move-In / Pre Move-Out / Move-Out Inspection Checklist

Landlord/Manager Name and Contact Number:	Tenant(s):
	Property Address and Unit Number:
Move-In Inspection Date:	Pre Move-Out Inspection Date:
Move-Out Inspection Date:	

Instructions: Tenant(s) complete(s) this checklist within five days of moving in. Tenant(s) and landlord/manager review property and completed checklist together and mutually agree on the condition of the property upon move-in. Each party keeps a copy of signed checklist. Tenant(s) and landlord/manager use the move-in checklist during the pre-move out inspection (optional-may be requested by tenant), and again when determining if any of the tenant's deposit will be retained for cleaning or repairs after move-out.

The condition of these premises is clean, undamaged, in good working order and adequate for customary use unless otherwise noted hereon. Use codes and comments to describe exceptions. Cross out items not applicable.

CODES: **NCC** – Needs complete cleaning • **REP** – Replace • **SC** – Needs spot cleaning • **SP** – Needs spot painting • **RPR** – Needs repair • **PT** – Needs painting • **SCR** – Scratched • **CLN** – Clean • **NEW** – New

Item	CONDITION		
	MOVE-IN INSPECTION	PRE MOVE-OUT INSPECTION	MOVE-OUT INSPECTION
Entrance/Halls			
Steps and Landings			
Handrails			
Doors			
Hardware/Locks			
Floors/Coverings			
Walls/Coverings			
Ceilings			
Windows/Coverings			
Lighting			
Electrical Outlets			
Closets			
Carbon Monoxide Detector			
Fire alarms			
LIVING ROOM			
Floors/Coverings			
Walls/Coverings			
Ceiling			



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Item	CONDITION		
	MOVE-IN INSPECTION	PRE MOVE-OUT INSPECTION	MOVE-OUT INSPECTION
Electrical Outlets			
Lighting			
Windows/Coverings			
Smoke Alarm			
Fireplace			
Other			
Other			
Other			
KITCHEN			
Floors/Coverings			
Walls/Coverings			
Ceiling			
Electrical Outlets			
Lighting			
Windows/Coverings			
Cabinets/Drawers Interior			
Cabinets/Drawers Exteriors			
Counters			
Stove/Burners/Controls			
Oven/Range Hood/Fan			
Refrigerator			
Dishwasher			
Sink/ Plumbing			
Garbage Disposal			
Other			
Other			
Other			
DINING ROOM			
Floors/Coverings			
Walls/Coverings			
Ceiling			
Electrical Outlets			



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Item	CONDITION		
	MOVE-IN INSPECTION	PRE MOVE-OUT INSPECTION	MOVE-OUT INSPECTION
Lighting			
Windows/Coverings			
Other			
Other			
Other			
BATHROOM #1			
Sink/Faucet			
Shower/Tub			
Towel Rack/Hook			
Toilet			
Floors/Coverings			
Walls/Coverings			
Ceiling			
Electrical Outlets			
Lighting			
Windows/Coverings			
Doors/Locks			
Closets/Cabinets			
Inside Drawers			
Exhaust Fan			
Other			
Other			
Other			
BATHROOM #2			
Sink/Faucet			
Shower/Tub			
Towel Rack/Hook			
Toilet			
Floors/Coverings			
Walls/Coverings			
Ceiling			
Electrical Outlets			



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Item	CONDITION		
	MOVE-IN INSPECTION	PRE MOVE-OUT INSPECTION	MOVE-OUT INSPECTION
Lighting			
Windows/Coverings			
Doors/Locks			
Closets/Cabinets			
Inside Drawers			
Exhaust Fan			
Other			
Other			
Other			
BEDROOM #1			
Floors/Coverings			
Walls/Coverings			
Ceiling			
Electrical Outlets			
Lighting			
Windows/Coverings			
Smoke Alarm			
Doors/Locks			
Closets			
Other			
Other			
Other			
BEDROOM #2			
Floors/Coverings			
Walls/Coverings			
Ceiling			
Electrical Outlets			
Lighting			
Windows/Coverings			
Smoke Alarm			
Doors/Locks			
Closets			



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Item	CONDITION		
	MOVE-IN INSPECTION	PRE MOVE-OUT INSPECTION	MOVE-OUT INSPECTION
Other			
Other			
Other			
BEDROOM #3			
Floors/Coverings			
Walls/Coverings			
Ceiling			
Electrical Outlets			
Lighting			
Windows/Coverings			
Smoke Alarm			
Doors/Locks			
Closets			
Other			
Other			
Other			
BEDROOM #4			
Floors/Coverings			
Walls/Coverings			
Ceiling			
Electrical Outlets			
Lighting			
Windows/Coverings			
Smoke Alarm			
Doors/Locks			
Closets			
Other			
Other			
Other			
OTHER			
Heating System			
Air Conditioning			



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Item	CONDITION		
	MOVE-IN INSPECTION	PRE MOVE-OUT INSPECTION	MOVE-OUT INSPECTION
Hot Water Heater			
Stairs			
Hallways			
Lawns/Gardens			
Patio/Terrace/Deck/etc.			
Parking Area			
Front/Back Porch			
Garage			
Other			
Other			
Other			
Other			
Other			

Move-In

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

Landlord/Manager's Signature: _____

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

Tenant's Signature: _____

Tenant's Signature: _____

Tenant's Signature: _____

Tenant's Signature: _____

Pre Move-Out (optional-may be requested by tenant)

Landlord/Management:
I hereby certify that I have personally inspected the unit/house and can verify that the foregoing report correctly represents the current condition of the unit and that a copy of this report has been provided to Tenant(s)

____ Check here if tenant chose not to be present for Pre Move-Out Inspection

Manager Signature: _____

Tenant:
On behalf of all Tenants, by signing below I acknowledge that I was present at the Pre Move-Out Inspection performed by Management, that I have been made aware of inspection notes/results listed in this document, and that I have received a copy of this report. Furthermore, I understand that this inspection is to serve as a guide only and that our Security Deposit Refund will actually be based on the results of the final Move-Out Inspection.

Tenant's Signature: _____

Move-Out

Landlord/Management:
I hereby certify that I have personally inspected the unit and can verify that the foregoing report correctly represents the condition of the unit, as it was delivered to management by tenant(s).

____ Check here if tenant not present for move-Out Inspection

____ Check here if photos taken of any applicable cleaning deficiencies or damage.

Tenant(s):
On behalf of all Tenants, by signing below I acknowledge that I was present at the Move-Out Inspection performed by Management and that I have been provided with a copy of this report. I understand that the Security Deposit Refund will be based on the results of this inspection and will be mailed to me within 21 days at the address below.

Tenant's Signature: _____

Forwarding Address: _____
