

Move-In / Move-Out Checklist

Protect Your Security Deposit

Property Information

Address: _____	Unit #: _____
Move-In Date: _____	Move-Out Date: _____
Tenant Name: _____	Phone: _____
Landlord/Manager: _____	Phone: _____

Important Documents Checklist

Move-In	Document	Move-Out	Document
<input type="checkbox"/>	Lease Agreement Copy	<input type="checkbox"/>	Final Utility Bills
<input type="checkbox"/>	Keys Receipt	<input type="checkbox"/>	Forwarding Address Submitted
<input type="checkbox"/>	Security Deposit Receipt	<input type="checkbox"/>	Keys Returned
<input type="checkbox"/>	Renters Insurance Policy	<input type="checkbox"/>	Final Walk-Through Completed
<input type="checkbox"/>	Inventory List	<input type="checkbox"/>	Cleaning Receipts (if applicable)
<input type="checkbox"/>	Move-In Photos/Videos	<input type="checkbox"/>	Move-Out Photos/Videos

Room-by-Room Inspection

Rate condition: E = Excellent, G = Good, F = Fair, P = Poor, N/A = Not Applicable

Living Room

Item	Move-In	Photo #	Move-Out	Photo #	Notes
Walls					
Ceiling					
Floor/Carpet					
Windows					
Window Screens					
Blinds/Curtains					
Light Fixtures					
Outlets/Switches					
Doors					
Baseboards					
Smoke Detector					

Kitchen

Item	Move-In	Photo #	Move-Out	Photo #	Notes
Walls					
Floor					
Cabinets (inside/out)					
Countertops					
Sink/Faucet					
Stove/Oven					
Refrigerator					
Dishwasher					
Microwave					
Garbage Disposal					
Light Fixtures					

Bedroom(s) — Room #: ____

Item	Move-In	Photo #	Move-Out	Photo #	Notes
Walls					
Ceiling					
Floor/Carpet					
Closet (inside)					
Closet Doors					
Windows					
Window Screens					
Blinds/Curtains					
Light Fixtures					
Outlets/Switches					
Doors					
Smoke Detector					

Bathroom(s) — Bath #: _____

Item	Move-In	Photo #	Move-Out	Photo #	Notes
Walls					
Floor					
Toilet					
Sink/Vanity					
Faucets					
Tub/Shower					
Shower Door/Curtain					
Mirror					
Cabinets					
Light Fixtures					
Exhaust Fan					

Additional Areas

Item	Move-In	Photo #	Move-Out	Photo #	Notes
Entry/Hallway					
Balcony/Patio					
Laundry Area					
Storage/Garage					
HVAC Filters					
Thermostat					
Front Door/Locks					
Mailbox					

Photography Guide

Take photos/videos of:

- All walls (especially pre-existing marks, holes, or damage)
- Floors and carpets (stains, scratches, wear patterns)
- All appliances (inside and outside)
- Windows, blinds, and screens
- Countertops, cabinets, and fixtures
- Any pre-existing damage or issues
- Cleanliness of all areas
- Date-stamp your photos if possible

Utilities & Services

Service	Provider	Account #	Phone
Electric			
Gas			
Water/Sewer			
Internet			
Trash/Recycling			

Additional Notes & Concerns

Signatures

Move-In Inspection

Tenant Signature

Date

Landlord/Manager Signature

Date

Move-Out Inspection

Tenant Signature Date

Landlord/Manager Signature Date