



**O'Properties STL**, The Proper Property Management  
Phone: (626) 689-5848 Email: info@opropertiestl.com

## Move-In Inspection Checklist

### Instructions for Completing the Move-In Inspection Checklist

Please carefully review each area of your unit and check the corresponding box for items that are in satisfactory condition. If you notice any damage, defect, or issue, do not check the box and use the "Notes" field to provide details. Use the "Notes" section to report issues such as scratches, stains, leaks, or non-functioning equipment. Sign and date the form once inspection is complete. Please return this completed checklist within the first 2-weeks of your lease start date. Thank you for helping us maintain a safe and well-kept property.

**Tenant(s) Full Name:**

**Property Address:**



## **INTERIOR SPACE**

### **1.1 Kitchen**

Walls clean, no holes or damage	Note:
Ceiling clean, no stains or cracks	Note:
Flooring in good condition	Note:
Sink and faucet working, no leaks	Note:
Garbage disposal working	Note:
Cabinets and drawers functional	Note:
Counter-tops in good condition	Note:
Refrigerator clean and working	Note:
Stove/Oven working	Note:
Microwave working	Note:
Exhaust hood/fan working	Note:
Dishwasher working	Note:
Lights, outlets, and fans working	Note:

### **1.2 Living Room**

Walls clean, no holes or damage	Note:
Ceiling clean, no stains or cracks	Note:
Flooring in good condition	Note:
The main-entrance lock is working	Note:
Windows, doors, and blinds working	Note:
Lights, outlets, and fans working	Note:



### **1.3 Main Bedroom**

Walls clean, no holes or damage	Note:
Ceiling clean, no stains or cracks	Note:
Flooring in good condition	Note:
Closet doors and shelves functional	Note:
Windows and blinds working	Note:
Lights, outlets, and fans working	Note:

### **1.4 Main Bathroom**

Walls clean, no holes or damage	Note:
Ceiling clean, no stains or cracks	Note:
Flooring in good condition	Note:
Toilet flushes properly	Note:
Sink and faucet working	Note:
Shower/Tub draining properly	Note:
No leaks under sink	Note:
Mirror and fixtures intact	Note:
Exhaust fan working	Note:
Lights and outlet(s) working	Note:

### **1.5 Guest Bedroom**

Walls clean, no holes or damage	Note:
Ceiling clean, no stains or cracks	Note:
Flooring in good condition	Note:



Closet doors and shelves functional	Note:
Windows and blinds working	Note:
Lights, outlets, and fans working	Note:

## **1.6 Guest Bathroom**

Walls clean, no holes or damage	Note:
Ceiling clean, no stains or cracks	Note:
Flooring in good condition	Note:
Toilet flushes properly	Note:
Sink and faucet working	Note:
Shower/Tub draining properly	Note:
No leaks under sink	Note:
Mirror and fixtures intact	Note:
Exhaust fan working	Note:
Lights and outlet(s) working	Note:

## **1.7 Laundry Area**

Washer operational (electric)	Note:
Dryer operational (electric)	Note:
Water heater operational (electric)	Note:
Furnace operational (gas)	Note:
No leaks or unusual noises	Note:



## **EXTERIOR SPACE**

### **2.1 Balcony Deck and Storage Room**

Balcony floor in good condition	Note:
Balcony railing in good condition	Note:
Sliding door and lock working	Note:
Storage room clean and functional	Note:

### **2.2 Exterior Hallway (Common Area Outside Unit)**

Area clean and free of debris	Note:
No damage to walls or flooring	Note:
Lighting functional	Note:

### **2.3 Carport Space**

Assigned carport number clearly marked	Note:
Carport area clean and free of debris	Note:
No oil stains or hazardous spills present	Note:
Structure and posts in good condition	Note:



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**General Notes:**

**1st Tenant:**

First Name:

Last Name:

Date:

**2nd Tenant:**

First Name:

Last Name:

Date:

**Property Manager / Landlord:**

First Name:

Last Name:

Date: