

## Move-In Checklist

Who this is for: Renters moving into a new place who want to document the unit and avoid misunderstandings later.

### Before move-in: gather basics

- Signed lease and any addendums
- Move-in instructions and contact info
- Proof of renters insurance (if required)
- Parking permit details or key fob info

### Documentation to collect

- Copy of the listing or photos used in the ad
- Written promises about repairs or upgrades
- A copy of the rules and policies

### Photos to take (move-in day)

- Each room from multiple angles
- Close-ups of damage, stains, cracks, or chips
- Appliances, serial numbers, and model tags
- Windows, locks, and screens

### Photo tips

- Use good lighting
- Include a date stamp if possible
- Take a wide shot and a close-up

This is an educational resource. Laws vary by state.

### Move-In Questions to Ask

- Which utilities are included?
- How do repairs get requested?
- What is the process for after-hours issues?
- Where should rent be paid and what is the grace period?
- Are there move-in or move-out inspection forms?

### Things renters often forget

- Mailbox key and building access codes
- Trash and recycling rules
- Parking rules for guests
- How to report maintenance issues
- Where shutoff valves are located (if allowed)

### Move-in day quick checklist

- Test lights, outlets, and smoke detectors
- Run faucets and check water pressure
- Check windows and door locks
- Record any missing items or damage

Keep all notes, photos, and messages in one folder.

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### Simple Condition Log (Room by Room)

- Entryway: floors, walls, doors
- Kitchen: counters, cabinets, appliances
- Bathroom: tub, sink, toilet, fan
- Living room: floors, windows, outlets
- Bedroom(s): floors, closets, windows

### Notes section

- Item:
- Condition:
- Photo file name:
- Date:

Store your photos with clear file names

Example: 2025-02-10\_kitchen\_sink\_chip.jpg

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