Move-In / Move-Out Inspection Checklist

Walk through the rental together and record its condition at move-in or move-out.

Type of inspection

☐ Move-in ☐ Move-out

Rental property

Street address

Unit / apartment

City

State

ZIP code

Inspection date

Parties

Landlord / property manager: name

Address and phone

Tenant(s): name

Forwarding address (at move-out)

Lease start date

Security deposit amount

Others present

Utility meter readings

Utility	Meter number	Reading
Electricity		
Gas		
Water		
Other		

Keys and access devices

Item	Quantity	Notes
Front door / unit		
Building entry		
Mailbox		
Garage remote / parking		
Key fob / access card		
Other		

Condition by room

Check walls, ceilings, floors and carpet, windows and screens, doors and locks, outlets and lights, fixtures and appliances.

Room / area	Good	Fair	Damaged	Notes
Entry / hallway	☐	☐	☐	
Living room	☐	☐	☐	
Dining area	☐	☐	☐	
Kitchen and appliances	☐	☐	☐	
Bedroom 1	☐	☐	☐	
Bedroom 2	☐	☐	☐	
Bathroom 1	☐	☐	☐	
Bathroom 2	☐	☐	☐	
Laundry	☐	☐	☐	
Balcony / patio / yard	☐	☐	☐	
Garage / storage	☐	☐	☐	
Other	☐	☐	☐	

Safety devices tested

☐ Smoke detectors ☐ Carbon monoxide detectors ☐ Fire extinguisher

Damage, repairs and agreements

For example: existing damage, who repairs what by when, items left in the unit, photos taken.

Notes and agreements

Landlord

Place

Date

Signature Landlord

Name in block letters

Tenant

Place

Date

Signature Tenant

Name in block letters

Both parties receive a signed copy of this checklist.