



Move-In/Move-Out Checklist Instructions

1. **Print all of the pages.** You will need 2 copies of this form (1 set of Landlord, 1 set of Tenant). Fill both in **identically**. Turn one copy into management/landlord. Keep the second copy for your records. You will need a copy for your records, if you decide to file any disputes to security deposit charges or damage fees with the court.
2. BEFORE you move your belongings into the unit, and AFTER you move them out and clean, thoroughly inspect each item on the list, throughout your rental. Use the key to identify the condition of each item. If an item is not on the list, use the blank spaces provided to make notes for them. If any item is questionable in appearance (marks, scratches, or seems unusual, etc.), make notes and take pictures if possible. If needed, use an additional sheet of paper to make notes of any concerns you have.
3. Number the pages for both copies. Be sure to include any additional pages you needed to fully document (additional pages for notes, printed photos, any notes made for promises to repair anything made by Landlord/Property Mgmt.
4. Submit the Landlord Copy. Record all information on the records form. Date of submission is the actual date this form is turned in to management/landlord. For example, this would be the date you hand your forms over to a person, drop them into a drop box, or send them in the mail. This date is important if you need to file in court for any disputed charges to your security deposit or damage fees.
5. Check the method the checklist was submitted on the Tenant Records Form. Check “In person” if it was handed to management/landlord or “Drop box” if put in the after-hours box. “Mailed” includes the date the request was physically put in the mail. If the request is mailed in, you may want to call and confirm the request was received (usually 7-10 days, depending on postal service).
6. “Received by” field should be filled out if you hand this over to someone in the office. Write their name and job title in this field. If dropped in a box or mailed, do not complete this field.
7. “Receipt received by” field is for any confirmation you get that your checklist and any accompanying paperwork has been received by Landlord/Property Mgmt.
8. Keep all your record copies somewhere safe from being lost or damaged. This is especially important if you live in a rental for many years, as properties that have been lived in by the same tenant for many years can show a different standard of “normal wear and tear”.

Disclaimer: This document is intended for informational purposes only, does not constitute legal advice, does not necessarily reflect the opinions of The Fair Housing Center, or any of its staff or attorneys, and is not guaranteed to be correct, complete, or up to date. Your use of this information does not create a lawyer-client relationship between you and The Fair Housing Center. Consult with an attorney for legal advice.

Tenant Move-In and Move-Out Checklist

Before you move-in and upon moving-out, be sure to carefully complete this check-list.

Tenant Name(s):

Address: _____ Unit #: _____

City: _____ State: _____ Zip: _____

Move-In Date: _____ Inspection Date: _____ Time: _____

Inspected By: _____, _____

Move-Out Date: _____ Inspection Date: _____ Time: _____

Inspected By: _____, _____

Unless otherwise noted, the premises are in clean, good working order and undamaged.

Use the key below:

1	2	3	4	5
Severe Damage	Below Average	Average	Relatively New	Brand New

Living Room	Move-In	Move-Out	Comments
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Shades/Curtains			
Closet			
Elec. Fix.			
Light Bulbs			

Use the key below:

1 2 3 4 5
 Severe Damage Below Average Average Relatively New Brand New

Kitchen	Move-In	Move-Out	Comments
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Shades/Curtains			
Closet			
Elec. Fix.			
Light Bulbs			

Refrigerator	Move-In	Move-Out	Comments
Inside			
Drawers			
Outside			
Light			

Stove/Oven	Move-In	Move-Out	Comments
Outside			
Burners			
Vent			
Timer/Controls			
Surface			
Light			
Racks			
Drip pan			
Drawer			

Dishwasher	Move-In	Move-Out	Comments
Inside/parts			
Outside			
Controls			

Bathroom 1	Move- In	Move- Out	Comments
Floor			
Walls/Tile			
Ceiling			
Doors			
Cabinets			
Drawers			
Sink			
Shelves			
Mirror			
Tub/Shower			
Caulking			
Counter			
Fan			
Bowl/Seat			
Towel rack			
Window			
Elec. Fixtures			
Light bulbs			

Bathroom 2	Move- In	Move- Out	Comments
Floor			
Walls/Tile			
Ceiling			
Doors			
Cabinets			
Drawers			
Sink			
Shelves			
Mirror			
Tub/Shower			
Caulking			
Counter			
Fan			
Bowl/Seat			
Towel rack			
Window			
Elec. Fixtures			
Light bulbs			

Bedroom 1	Move- In	Move- Out	Comments
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Closet			
Shades/Blinds			
Elec. Fixtures			
Light bulbs			

Bedroom 2	Move- In	Move- Out	Comments
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Closet			
Shades/Blinds			
Elec. Fixtures			
Light bulbs			

Bedroom 3	Move- In	Move- Out	Comments
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Closet			
Shades/Blinds			
Elec. Fixtures			
Light bulbs			

Entrance/ Hall	Move- In	Move- Out	Comments
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Closet			
Shades/Blinds			
Elec. Fixtures			
Light bulbs			

Dining Room	Move- In	Move- Out	Comments
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Closet			
Shades/Blinds			
Elec. Fixtures			
Light bulbs			

Front Porch	Move- In	Move- Out	Comments
Elec. Fixtures			
Light bulbs			
Stairs			
Walkways			

Back Porch	Move- In	Move- Out	Comments
Elec. Fixtures			
Light bulbs			
Stairs			
Walkways			

Garage	Move-In	Move-Out	Comments
Floor			
Walls			
Ceiling			
Doors			
Opener			
Elec. Fixtures			
Lightbulbs			

Mechanical	Move-In	Move-Out	Comments
Water heater			
Smoke detect			
Thermostat			
Furnace			
A/C			

# of Keys	Move-In	Move-Out	Comments
Front Door			
Mailbox			

Move-In

Move-Out

Date: _____ Signature: _____ / _____ Date: _____

Date: _____ Signature: _____ / _____ Date: _____

Date: _____ Signature: _____ / _____ Date: _____

I/We (the tenant(s)) understand that unless otherwise noted, all discrepancies will be the tenant's responsibility and will be deducted from the security deposit at the time of move-out.

Move-In

Move-Out

Date: _____

Date: _____

Landlord/Agent Signature: _____ / _____

Landlord and Tenant acknowledge that video and/or photos (digital or otherwise) have been taken of the premises. The original copies/files are in the possession of the ___ Landlord / ___ Tenant.

Tenant's Forwarding Address: _____

Tenant Move-In and Move-Out Checklist

Before you move-in and upon moving-out, be sure to carefully complete this check-list.

Tenant Name(s):

Address: _____ Unit #: _____

City: _____ State: _____ Zip: _____

Move-In Date: _____ Inspection Date: _____ Time: _____

Inspected By: _____, _____

Move-Out Date: _____ Inspection Date: _____ Time: _____

Inspected By: _____, _____

Unless otherwise noted, the premises are in clean, good working order and undamaged.

Use the key below:

1	2	3	4	5
Severe Damage	Below Average	Average	Relatively New	Brand New

Living Room	Move-In	Move-Out	Comments
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Shades/Curtains			
Closet			
Elec. Fix.			
Light Bulbs			

Use the key below:

1 2 3 4 5
 Severe Damage Below Average Average Relatively New Brand New

Kitchen	Move-In	Move-Out	Comments
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Shades/Curtains			
Closet			
Elec. Fix.			
Light Bulbs			

Refrigerator	Move-In	Move-Out	Comments
Inside			
Drawers			
Outside			
Light			

Stove/Oven	Move-In	Move-Out	Comments
Outside			
Burners			
Vent			
Timer/Controls			
Surface			
Light			
Racks			
Drip pan			
Drawer			

Dishwasher	Move-In	Move-Out	Comments
Inside/parts			
Outside			
Controls			

Bathroom 1	Move- In	Move- Out	Comments
Floor			
Walls/Tile			
Ceiling			
Doors			
Cabinets			
Drawers			
Sink			
Shelves			
Mirror			
Tub/Shower			
Caulking			
Counter			
Fan			
Bowl/Seat			
Towel rack			
Window			
Elec. Fixtures			
Light bulbs			

Bathroom 2	Move- In	Move- Out	Comments
Floor			
Walls/Tile			
Ceiling			
Doors			
Cabinets			
Drawers			
Sink			
Shelves			
Mirror			
Tub/Shower			
Caulking			
Counter			
Fan			
Bowl/Seat			
Towel rack			
Window			
Elec. Fixtures			
Light bulbs			

Bedroom 1	Move- In	Move- Out	Comments
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Closet			
Shades/Blinds			
Elec. Fixtures			
Light bulbs			

Bedroom 2	Move- In	Move- Out	Comments
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Closet			
Shades/Blinds			
Elec. Fixtures			
Light bulbs			

Bedroom 3	Move- In	Move- Out	Comments
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Closet			
Shades/Blinds			
Elec. Fixtures			
Light bulbs			

Entrance/ Hall	Move- In	Move- Out	Comments
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Closet			
Shades/Blinds			
Elec. Fixtures			
Light bulbs			

Dining Room	Move- In	Move- Out	Comments
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Closet			
Shades/Blinds			
Elec. Fixtures			
Light bulbs			

Front Porch	Move- In	Move- Out	Comments
Elec. Fixtures			
Light bulbs			
Stairs			
Walkways			

Back Porch	Move- In	Move- Out	Comments
Elec. Fixtures			
Light bulbs			
Stairs			
Walkways			

Garage	Move-In	Move-Out	Comments
Floor			
Walls			
Ceiling			
Doors			
Opener			
Elec. Fixtures			
Lightbulbs			

Mechanical	Move-In	Move-Out	Comments
Water heater			
Smoke detect			
Thermostat			
Furnace			
A/C			

# of Keys	Move-In	Move-Out	Comments
Front Door			
Mailbox			

Move-In

Move-Out

Date: _____ Signature: _____ / _____ Date: _____

Date: _____ Signature: _____ / _____ Date: _____

Date: _____ Signature: _____ / _____ Date: _____

I/We (the tenant(s)) understand that unless otherwise noted, all discrepancies will be the tenant's responsibility and will be deducted from the security deposit at the time of move-out.

Move-In

Move-Out

Date: _____

Date: _____

Landlord/Agent Signature: _____ / _____

Landlord and Tenant acknowledge that video and/or photos (digital or otherwise) have been taken of the premises. The original copies/files are in the possession of the ___ Landlord / ___ Tenant.

Tenant's Forwarding Address: _____

Tenant Move-In/Move-Out Records Form

Once your checklist and photos/video are complete, submit the Landlord Copy to the appropriate place for notices. Keep the Tenant Copy with this form.

Check the method the form was submitted. Check "In person" if it was handed to management/landlord or "Drop box" if put in the after-hours box. "Mailed" includes the date the request was physically put in the mail. If the request is mailed in, you may want to call and confirm the request was received (usually 7-10 days, depending on postal service). Make note of any confirmation information you get about your request.

Date request is submitted to management/landlord: _____

Submitted via (check one): In person Drop box Mailed on date: _____

Request received by: _____ Title: _____

Receipt received by: _____ Title: _____

Via: Phone Call Email Mailed Notice Other _____