



MOVE IN/MOVE OUT INSPECTION - PROPERTY CHECKLIST

Inspection Date _____

Property Address: _____

Property Manager: _____

Condition Key

(E)xcellent; (G)ood; (F)air; (P)oor; (R)epair/Replace; (N)eeds (C)leaning; (N)ot (A)pplicable

Living Room	CONDITION ON ARRIVAL	CONDITION ON DEPARTURE	NOTES
Floor & Floor Covering(s)			
Walls & Ceiling			
Doors			
Door Lock(s) & Hardware			
Lighting Fixture(s) and Bulbs			
Electric Outlet/Switches			
Window(s) & Screen(s)			
Window Covering(s)			
Smoke Detector			
Carbon Monoxide Detector			
Fireplace			
Other			

Living Room 2 (If Available)	CONDITION ON ARRIVAL	CONDITION ON DEPARTURE	NOTES
Floor & Floor Covering(s)			
Walls & Ceiling			
Doors			
Door Lock(s) & Hardware			
Lighting Fixture(s) and Bulbs			
Electrical Outlets/Switches			

Window(s) & Screen(s)			
Window Covering(s)			
Smoke Detector			
Carbon Monoxide Detector			
Fireplace			
Other			

Dining Room	CONDITION ON ARRIVAL	CONDITION ON DEPARTURE	NOTES
Floor & Floor Covering(s)			
Walls & Ceiling			
Doors			
Door Lock(s) & Hardware			
Lighting Fixture(s)			
Outlets/Switches			
Window(s) & Screen(s)			
Window Covering(s)			
Smoke Detector			
Carbon Monoxide Detector			
Fireplace			
Other			

Kitchen	CONDITION ON ARRIVAL	CONDITION ON DEPARTURE	NOTES
Floor & Floor Covering(s)			
Walls & Ceiling			
Window(s) & Screen(s)			
Window Covering(s)			
Closet, including doors & tracks			
Lighting Fixtures and Bulbs			
Outlet/Switches			
Smoke Detector			

Door(s)			
Door Lock(s) & Hardware			
Cabinets			
Counters			
Stove/Oven			
Range Hood			
Refrigerator			
Dishwasher			
Sinks/Plumbing			
Microwave - counter/ overhead			
Garbage Deposal			
Fire Extinguisher			
<u>Serial Numbers</u>			

Bedroom #1	CONDITION ON ARRIVAL	CONDITION ON DEPARTURE	NOTES
Floor & Floor Covering(s)			
Walls & Ceiling			
Window(s) & Screen(s)			
Window Covering(s)			
Closet, including doors & tracks			
Lighting Fixture(s) and Bulbs			
Smoke Detector			
Door(s)			
Door Lock(s) & Hardware			
Other			

Bedroom #2	CONDITION ON ARRIVAL	CONDITION ON DEPARTURE	NOTES
Floor & Floor Covering(s)			
Walls & Ceiling			
Window(s) & Screen(s)			
Window Covering(s)			
Closet, including doors & tracks			
Lighting Fixture(s) and Bulbs			
Smoke Detector			
Door(s)			
Door Lock(s) & Hardware			
Other			
Bedroom #3	CONDITION ON ARRIVAL	CONDITION ON DEPARTURE	NOTES
Floor & Floor Covering(s)			
Walls & Ceiling			
Window(s) & Screen(s)			
Window Covering(s)			
Closet, including doors & tracks			
Lighting Fixture(s) and Bulbs			
Smoke Detector			
Door(s)			
Door Lock(s) & Hardware			
Other			

Bathroom #1	CONDITION ON ARRIVAL	CONDITION ON DEPARTURE	NOTES
Floors & Floor Covering(s)			
Walls & Ceilings			
Counters & Surfaces			
Window(s) & Screen(s)			

Window Covering(s)			
Sink & Plumbing			
Bathtub/Shower			
Toilet			
Light Fixture(s) and Bulbs			
Door(s)			
Door Lock(s) & Hardware(s)			
Other			

Bathroom #2	CONDITION ON ARRIVAL	CONDITION ON DEPARTURE	NOTES
Floors & Floor Covering(s)			
Walls & Ceilings			
Counters & Surfaces			
Window(s) & Screen(s)			
Window Covering(s)			
Sink & Plumbing			
Bathtub/Shower			
Toilet			
Light Fixture(s) and Bulbs			
Door(s)			
Door Lock(s) & Hardware(s)			
Other			

Bathroom #3 (Powder Room)	CONDITION ON ARRIVAL	CONDITION ON DEPARTURE	NOTES
Floors & Floor Covering(s)			
Walls & Ceilings			
Counters & Surfaces			
Window(s) & Screen(s)			
Window Covering(s)			
Sink & Plumbing			

Bathtub/Shower			
Toilet			
Light Fixture(s) and Bulbs			
Door(s)			
Door Lock(s) & Hardware(s)			
Other			

Miscellaneous/Basement	CONDITION ON ARRIVAL	CONDITION ON DEPARTURE	NOTES
Heating System - Gas/Oil/Elec			
Oil/Propane Amount			
Water Heater			
Washer			
Dryer			
Stairs			
Hallway(s)			
Front Door(s)			
Back Door(s)			
Slider(s) & Screen(s)			
<u>Serial Numbers</u>			
# of Carbon Monoxide Alarms			TEST EVERY MONTH !!
# of Fire Alarms			TEST EVERY MONTH !!
# of Fire Extinguishers			
# of Keys Received			
Other			
Central Air Conditioner			
Vents			

Sidewalks/Curb			
Lawn(s) / Garden(s)			
Mailbox			
Porch/Patio/Deck(s)			
Front Door(s)			
Back Door(s)			
Slider(s) & Screen(s)			
Driveway/Parking Area(s)			
Sprinkler System			
Fencing			
Other			
Other			
Other			

Move in Inspection Date _____ Move Out Inspection Date _____

Tenant Signature: _____ Tenant Signature _____

Tenant Signature: _____ Tenant Signature _____

Tenant Signature: _____ Tenant Signature _____

Tenant Signature: _____ Tenant Signature _____

Tenant Signature: _____ Tenant Signature _____

Tenant acknowledge that all smoke alarms, carbon monoxide alarms and fire extinguishers were tested in their presence and are in working order and the testing procedure was explained to them. Tenants agree to test all detectors at least once a month and to report any problems to the Property Manager in writing.

COMMENTS
