

# MOVE-IN/MOVE-OUT CHECKLIST

Use this checklist when you first move in to a new apartment to document the current condition. Schedule a walk-through with your landlord/property manager and be sure to mark down and photograph any existing damage. Make arrangements for them to complete any necessary repairs. Before the lease ends, schedule another walk-through and repeat the process. This can help minimize disagreements about when any damage to the apartment occurred.

## OVERVIEW

Rental Address: \_\_\_\_\_

Tenant(s) Signature(s): \_\_\_\_\_

Landlord/Property Manager Signature: \_\_\_\_\_

Date of Move-In Walkthrough: \_\_\_\_\_

Date of Move-Out Walkthrough: \_\_\_\_\_

<b>EXTERIOR</b>					
	<b>Move-In Condition</b>			<b>Move-Out Condition</b>	
	<b>OK</b>	<b>Needs Repair</b>		<b>OK</b>	<b>Needs Repair</b>
Doors			Doors		
Siding			Siding		
Roof			Roof		
Mailbox			Mailbox		
Driveway			Driveway		
Steps			Steps		
Lawn			Lawn		
Walkway			Walkway		
Porch			Porch		
Recycle Bin			Recycle Bin		
Trash Bin			Trash Bin		
Light Fixtures			Light Fixtures		



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LIVING ROOM					
	Move-In Condition			Move-Out Condition	
	OK	Needs Repair		OK	Needs Repair
Doors			Doors		
Screens			Screens		
Windows			Windows		
Floor			Floor		
Rug/Carpet			Rug/Carpet		
Walls			Walls		
Shades/Blinds			Shades/Blinds		
Ceiling			Ceiling		
Closets			Closets		
Light Fixtures			Light Fixtures		
Outlets			Outlets		
Fireplace			Fireplace		

NOTES: \_\_\_\_\_

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DINING ROOM					
	Move-In Condition			Move-Out Condition	
	OK	Needs Repair		OK	Needs Repair
Doors			Doors		
Windows			Windows		
Screens			Screens		
Floor			Floor		
Rug/Carpet			Rug/Carpet		
Walls			Walls		
Shades/Blinds			Shades/Blinds		
Ceiling			Ceiling		
Closets			Closets		
Light Fixtures			Light Fixtures		
Outlets			Outlets		

NOTES: \_\_\_\_\_

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# MOVE-IN/MOVE-OUT CHECKLIST

KITCHEN					
	Move-In Condition			Move-Out Condition	
	OK	Needs Repair		OK	Needs Repair
Doors			Doors		
Windows			Windows		
Screens			Screens		
Floor			Floor		
Walls			Walls		
Shades/Blinds			Shades/Blinds		
Ceiling			Ceiling		
Sink			Sink		
Stove/Oven			Stove/Oven		
Hood/Fan			Hood/Fan		
Refrigerator			Refrigerator		
Countertops			Countertops		
Cabinets			Cabinets		
Drawers			Drawers		

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BATHROOM					
	Move-In Condition			Move-Out Condition	
	OK	Needs Repair		OK	Needs Repair
Doors			Doors		
Windows			Windows		
Screens			Screens		
Floor			Floor		
Walls			Walls		
Ceiling			Ceiling		
Fan			Fan		
Towel Rack/Hook			Towel Rack/Hook		
Mirror			Mirror		
Cabinet			Cabinet		
Drawers			Drawers		
Bathtub			Bathtub		
Shower			Shower		
Shower Tiles			Shower Tiles		
Light Fixtures			Light Fixtures		
Outlets			Outlets		
Sink			Sink		

NOTES: \_\_\_\_\_

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# MOVE-IN/MOVE-OUT CHECKLIST

<b>BEDROOM #1</b>					
	<b>Move-In Condition</b>			<b>Move-Out Condition</b>	
	<b>OK</b>	<b>Needs Repair</b>		<b>OK</b>	<b>Needs Repair</b>
Doors			Doors		
Windows			Windows		
Screens			Screens		
Floor			Floor		
Walls			Walls		
Ceiling			Ceiling		
Closet			Closet		
Light Fixtures			Light Fixtures		
Outlets			Outlets		

<b>BEDROOM #2</b>					
	<b>Move-In Condition</b>			<b>Move-Out Condition</b>	
	<b>OK</b>	<b>Needs Repair</b>		<b>OK</b>	<b>Needs Repair</b>
Doors			Doors		
Windows			Windows		
Screens			Screens		
Floor			Floor		
Walls			Walls		
Ceiling			Ceiling		
Closet			Closet		
Light Fixtures			Light Fixtures		
Outlets			Outlets		



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<b>BEDROOM #3</b>					
	<b>Move-In Condition</b>			<b>Move-Out Condition</b>	
	<b>OK</b>	<b>Needs Repair</b>		<b>OK</b>	<b>Needs Repair</b>
Doors			Doors		
Windows			Windows		
Screens			Screens		
Floor			Floor		
Walls			Walls		
Ceiling			Ceiling		
Closet			Closet		
Light Fixtures			Light Fixtures		
Outlets			Outlets		

<b>BEDROOM #4</b>					
	<b>Move-In Condition</b>			<b>Move-Out Condition</b>	
	<b>OK</b>	<b>Needs Repair</b>		<b>OK</b>	<b>Needs Repair</b>
Doors			Doors		
Windows			Windows		
Screens			Screens		
Floor			Floor		
Walls			Walls		
Ceiling			Ceiling		
Closet			Closet		
Light Fixtures			Light Fixtures		
Outlets			Outlets		



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