

Move-In / Move-Out Inspection Checklist

A room-by-room condition record for consistent inspections, photographs, keys, and follow-up. Adapt it to your property and current local requirements.

Property address _____	Unit _____
Inspection type (move-in / move-out) _____	Inspection date _____
Landlord / agent _____	Tenant(s) _____

Entry, halls, and safety

■	Doors, locks, keys, handles, and weatherstripping	Notes / date / initials
■	Walls, ceilings, trim, floors, and stairs	Notes / date / initials
■	Smoke alarms and carbon-monoxide alarms; record test date	Notes / date / initials
■	Railings, exterior steps, lighting, mailbox, and house numbers	Notes / date / initials

Kitchen

■	Cabinets, drawers, counters, backsplash, and sink	Notes / date / initials
■	Faucet, drain, disposal, and visible plumbing; check for leaks	Notes / date / initials
■	Range / oven, hood, refrigerator, dishwasher, and supplied appliances	Notes / date / initials
■	Outlets, GFCI protection, lights, windows, screens, and flooring	Notes / date / initials

Bathrooms

■	Tub / shower, surround, caulk, grout, toilet, vanity, and mirror	Notes / date / initials
■	Faucets, drains, water pressure, exhaust fan, and visible plumbing	Notes / date / initials
■	Walls, ceiling, doors, hardware, outlets, lights, windows, and flooring	Notes / date / initials
■	Check for moisture, staining, mildew, loose fixtures, or slow drains	Notes / date / initials

Bedrooms and living areas

■	Walls, ceilings, trim, doors, closets, and flooring	Notes / date / initials
■	Windows, screens, coverings, locks, outlets, switches, and lights	Notes / date / initials
■	Heating / cooling vents or equipment	Notes / date / initials
■	Photograph existing marks, wear, and damage from consistent angles	Notes / date / initials

Utilities and exterior

■	Heating, cooling, thermostat, water heater, and filters	Notes / date / initials
■	Electrical panel, plumbing shutoffs, meters, and supplied equipment	Notes / date / initials
■	Basement, attic, garage, storage, balcony, yard, and common areas	Notes / date / initials
■	Record utility readings, remotes, parking permits, and access devices	Notes / date / initials

Photo and handoff record

■	Use date-stamped photos or video and name files by room	Notes / date / initials
■	Record key, remote, parking-pass, and access-device counts	Notes / date / initials
■	Both parties receive or can access the completed condition record	Notes / date / initials
■	Record follow-up repairs separately; do not alter the signed condition record	Notes / date / initials

Acknowledgment

This checklist records observed condition; it is not a waiver of rights or a substitute for state/local requirements.

Landlord / agent signature and date _____	Tenant signature and date _____
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