

## Example Move-In/Move-Out Check List<sup>1</sup>

This move-in/move-out checklist is hereby made a part of the Rental Agreement dated \_\_\_\_\_ by and between \_\_\_\_\_, the Owner/Agent, and \_\_\_\_\_, the Resident, for premises located at \_\_\_\_\_

Move-In Date \_\_\_\_\_ Move-Out Date \_\_\_\_\_

Inspection Date \_\_\_\_\_ Inspection Date \_\_\_\_\_

1. This checklist is to be completed by the Owner/Agent upon the Resident moving in and moving out of the residence. The Resident is encouraged to be present during inspections.

The Resident shall have 3 (three) days after taking possession in which to amend this checklist to include any further defects in the property which were unnoticed at the lime of the Move-In Inspection. The Resident agrees that failure to notify the Owner/Agent of such further defects in writing within the time specified shall be proof that there are no further defects and that in fact the Resident has accepted the premises, its furnishings, and appliances in good and satisfactory condition except as noted.

Upon vacating the premises, The Resident shall have the premises in the same or better condition as when accepted by the Resident, reasonable wear expected.

	MOVE IN			MOVE OUT	
	NEW	GOOD	OTHER	CONDITION	CHARGE
<b>KEYS</b>					
Mailbox					
Door					
Dead Bolt					

<sup>1</sup> Adapted from: <http://www.buyincomeproperties.com/html/RentalMoveInOutChkLst2.html>

	MOVE IN			MOVE OUT	
	NEW	GOOD	OTHER	CONDITION	CHARGE
Other					
<b>KITCHEN (Including Cabinets) – Clean</b>					
Refrigerator - Clean & Working					
Stove - Clean & Working					
In-Sink Garage Disposal - Clean & Working					
Chips or Cracks in Kitchen Appliances					
Condition of Countertops					
Condition of Cabinets					
Fan, Filter & Hood - Clean & Working					
<b>BATHROOM – Clean</b>					
Towel Bars and Shower Rod Secure					
Paper Holder Secure					
Tub & Sink Stoppers Work					
Plumbing Working Properly					
Condition of Caulking					
Condition of Tiles					
Fan - Clean & Working					
Mirrors clean					
<b>HEATING AND AIR</b>					

	MOVE IN			MOVE OUT	
	NEW	GOOD	OTHER	CONDITION	CHARGE
<b>CONDITIONER</b>					
Clean & working					
Furnace filters					
<b>DOORS work properly</b>					
Door knobs work					
Door locks work					
<b>WINDOWS work properly</b>					
Windows clean					
Screens					
Storm windows					
BROKEN/CRACKED windows					
<b>CONDITION of doors, window frames</b>					
<b>CONDITION of woodwork</b>					
<b>CARPETS</b>					
Condition including cleanliness					
Burns, tears, stains					
<b>WALLS surfaces – Clean</b>					
Not repainted or wallpapered					
Condition of walls					
<b>ELECTRICAL outlets</b>					

	MOVE IN			MOVE OUT	
	NEW	GOOD	OTHER	CONDITION	CHARGE
<b>work</b>					
Cover plates on outlets					
<b>SMOKE detectors work</b>					
<b>OTHER</b>					
CURTAIN RODS & fixtures					
BLINDS & shades					
RUBBISH removed					
LIGHTING fixtures & bulbs					
VENTS & registers work					

COMMENTS:

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By signing our name below I/we accept the Move-In/Move-Out Checklist as a part of the rental agreement and agree that it is an accurate account of the condition and contents of said premises and acknowledge receiving a copy hereof. I/we also agree to pay for any damages to the property and contents other than normal wear.

**RESIDENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**RESIDENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**MANAGER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_