

# Move In – Move Out Checklist

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

Abbreviations:

NC Needs Cleaning | NSC Needs Spot Cleaning | NP Needs Painting | NSP Needs Spot Painting | NR Needs Repair | RP Needs Replacing

**Tenant Name(s):**


**Address & Apt. No.:**

**City**

**State**

**Zip**

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**Move-In Date**

**Inspection Date**

**Time**

**By**

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**Move-Out Date**

**Inspection Date**

**Time**

**By**

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	Condition on Arrival	Condition on Departure	Estimated Cost of Repair/Replacement
<b>LIVING ROOM</b>			
Floors & Floor Coverings			
Drapes & Window Coverings			
Walls & Ceilings			
Light Fixtures			
Windows, Screens, & Doors			
Front Door & Locks			
Fireplace			
Other			
<b>KITCHEN</b>			
Floors & Floor Coverings			
Walls & Ceilings			
Light Fixtures			
Cabinets			
Counters			
Stove/Oven			
Refrigerator			
Dishwasher			
Garbage Disposal			
Sink & Plumbing			
Windows, Screens, & Doors			
Other			

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[illegible]

## Move In – Move Out Checklist

### MOVE-IN

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ / \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ / \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ / \_\_\_\_\_

### MOVE-OUT

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

Landlord/Agent Signature \_\_\_\_\_

### MOVE-OUT

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