

# Tenant Move In Checklist

Property address \_\_\_\_\_

Tenant name(s): \_\_\_\_\_

Lease Begin Date: \_\_\_\_\_

## Instructions

All of the below items must be reviewed and notated prior to move-in and, again, prior to vacating the premises. A legend with helpful abbreviations can be found below to assist in filling out and reviewing this checklist. Any damages agreed upon during the Move In Inspection will be repaired by the landlord within a mutually agreed upon time. Any damages upon moving out that were not documented during the initial Move In Inspection may result in some, or all, of your security deposit being withheld.

Upon inspection at move-out, the landlord will send your security deposit to the forwarding address provided. If a new address is not provided, your security deposit will be mailed to your current address and the Post Office will forward to your new listed address.

### INSPECTION LEGEND ABBREVIATIONS

<b><i>Property Condition</i></b>	<b><i>Action</i></b>
<i>EC</i> – Excellent Condition	<i>RN</i> – Repair Needed
<i>GC</i> – Good Condition	<i>R</i> – Replacement Needed
<i>FC</i> – Fair Condition	<i>CN</i> – Full Cleaning Needed
<i>PC</i> – Poor Condition	<i>SCN</i> – Spot-Cleaning Needed
<i>CD</i> – Completely Damaged	<i>PN</i> – Painting Needed
<i>NF</i> – Not functioning	<i>SPN</i> – Spot-Painting Needed
<i>F</i> - Functioning	<i>None</i> – No action required
<i>NA</i> – Not Applicable	<i>RF</i> – Requires Follow-up inspection

### BEDROOM #1

<b><i>Item</i></b>	<b><i>Move-In Condition</i></b>	<b><i>Move-Out Condition</i></b>	<b><i>Cost</i></b>
<i>Floors</i>			
<i>Walls</i>			
<i>Ceiling</i>			
<i>Doors</i>			
<i>Fans</i>			
<i>Windows</i>			
<i>Screens</i>			

## Tenant Move In Checklist

<i>Shades/Blinds</i>			
<i>Closets</i>			
<i>Shelves</i>			
<i>Light Fixtures</i>			
<i>Fireplace</i>			
<i>Outlets/Switches</i>			

### **BEDROOM #2**

<b><i>Item</i></b>	<b>Move-In Condition</b>	<b>Move-Out Condition</b>	<b>Cost</b>
<i>Floors</i>			
<i>Walls</i>			
<i>Ceiling</i>			
<i>Doors</i>			
<i>Fans</i>			
<i>Windows</i>			
<i>Screens</i>			
<i>Shades/Blinds</i>			
<i>Closets</i>			
<i>Shelves</i>			
<i>Light Fixtures</i>			
<i>Fireplace</i>			
<i>Outlets/Switches</i>			

## Tenant Move In Checklist

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**KITCHEN**

<i><b>Item</b></i>	<b>Move-In Condition</b>	<b>Move-Out Condition</b>	<b>Cost</b>
<i>Floors</i>			
<i>Walls</i>			
<i>Ceiling</i>			
<i>Doors</i>			
<i>Fans</i>			
<i>Windows</i>			
<i>Screens</i>			
<i>Shades/Blinds</i>			
<i>Closets</i>			
<i>Shelves</i>			
<i>Light Fixtures</i>			
<i>Outlets/Switches</i>			
<i>Drawers</i>			
<i>Cabinets</i>			
<i>Sinks</i>			
<i>Counters</i>			
<b><i>Microwave</i></b>			
<i>Interior</i>			
<i>Exterior</i>			
<b><i>Oven</i></b>			
<i>Interior</i>			

## Tenant Move In Checklist

<i>Exterior</i>			
<i>Racks</i>			
<i>Drip Pan</i>			
<i>Timer/Controls</i>			
<i>Light</i>			
<b>Stove Top</b>			
<i>Burners</i>			
<i>Controls</i>			
<i>Surface</i>			
<b>Dishwasher</b>			
<i>Interior</i>			
<i>Exterior</i>			
<i>Controls</i>			
<b>Refrigerator</b>			
<i>Interior/shelves</i>			
<i>Exterior</i>			
<i>Lights</i>			
<b>Freezer</b>			
<i>Exterior</i>			
<i>Interior/shelves</i>			
<i>Lights</i>			

### BATHROOM #1

<i>Item</i>	<b>Move-In Condition</b>	<b>Move-Out Condition</b>	<b>Cost</b>
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## Tenant Move In Checklist

<i>Floors</i>			
<i>Walls</i>			
<i>Ceiling</i>			
<i>Doors</i>			
<i>Exhaust Fan</i>			
<i>Windows</i>			
<i>Screens</i>			
<i>Shades/Blinds</i>			
<i>Closets</i>			
<i>Shelves</i>			
<i>Light Fixtures</i>			
<i>Cabinets</i>			
<i>Outlets/Switches</i>			
<i>Mirrors</i>			
<i>Sink</i>			
<b><i>Shower/Tub</i></b>			
<i>Shower Curtain/Door</i>			
<i>Shower Shelves</i>			
<i>Shower Head</i>			
<i>Tub Spout</i>			
<b><i>Toilet</i></b>			
<i>Bowl</i>			
<i>Seat</i>			
<i>Exterior</i>			

## Tenant Move In Checklist

<i>Flush</i>			

### BATHROOM #2

<b>Item</b>	<b>Move-In Condition</b>	<b>Move-Out Condition</b>	<b>Cost</b>
<i>Floors</i>			
<i>Walls</i>			
<i>Ceiling</i>			
<i>Doors</i>			
<i>Exhaust Fan</i>			
<i>Windows</i>			
<i>Screens</i>			
<i>Shades/Blinds</i>			
<i>Closets</i>			
<i>Shelves</i>			
<i>Light Fixtures</i>			
<i>Cabinets</i>			
<i>Outlets/Switches</i>			
<i>Mirrors</i>			
<i>Sink</i>			
<b><i>Shower/Tub</i></b>			
<i>Shower Curtain/Door</i>			
<i>Shower Shelves</i>			

## Tenant Move In Checklist

<i>Shower Head</i>			
<i>Tub Spout</i>			
<b>Toilet</b>			
<i>Bowl</i>			
<i>Seat</i>			
<i>Exterior</i>			
<i>Flush</i>			

### LIVING/DINING ROOM

<b>Item</b>	<b>Move-In Condition</b>	<b>Move-Out Condition</b>	<b>Cost</b>
<i>Floors</i>			
<i>Walls</i>			
<i>Ceiling</i>			
<i>Doors</i>			
<i>Fans</i>			
<i>Windows</i>			
<i>Screens</i>			
<i>Shades/Blinds</i>			
<i>Closets</i>			
<i>Shelves</i>			
<i>Light Fixtures</i>			
<i>Fireplace</i>			
<i>Outlets/Switches</i>			

## Tenant Move In Checklist


### ENTRYWAY

<i>Item</i>	Move-In Condition	Move-Out Condition	Cost
<i>Floors</i>			
<i>Walls</i>			
<i>Ceiling</i>			
<i>Doors</i>			
<i>Fans</i>			
<i>Windows</i>			
<i>Screens</i>			
<i>Shades/Blinds</i>			
<i>Closets</i>			
<i>Shelves</i>			
<i>Light Fixtures</i>			
<i>Stairs</i>			
<i>Railing</i>			
<i>Outlets/Switches</i>			

### HALLWAY

<i>Item</i>	Move-In Condition	Move-Out Condition	Cost
<i>Floors</i>			
<i>Walls</i>			
<i>Ceiling</i>			



## Tenant Move In Checklist

<i>Doors</i>			
<i>Fans</i>			
<i>Closets</i>			
<i>Shelves</i>			
<i>Light Fixtures</i>			
<i>Stairs</i>			
<i>Railing</i>			
<i>Outlets/Switches</i>			

### OUTDOOR AREA

<i>Item</i>	<b>Move-In Condition</b>	<b>Move-Out Condition</b>	<b>Cost</b>
<i>Patio</i>			
<i>Porch</i>			
<i>Deck</i>			
<i>Backyard</i>			
<i>Chairs</i>			
<i>Parking Area</i>			

### MECHANICAL

<i>Item</i>	<b>Move-In Condition</b>	<b>Move-Out Condition</b>	<b>Cost</b>
<i>Washer</i>			

## Tenant Move In Checklist

<i>Dryer</i>			
<i>Air Conditioners</i>			
<i>Heating</i>			
<i>Thermostat</i>			
<i>Smoke Alarm</i>			
<i>Carbon Monoxide Detector</i>			
<i>Circuit Breaker</i>			
<i>Fireplace</i>			
<i>Garbage Disposal</i>			
<i>Stove Top</i>			
<i>Oven</i>			

\*If an item is not applicable for a particular room, please write "NA" in the appropriate box.

\*\*If there are no damages, please write "None" in the appropriate box.

**ADDITIONAL COMMENTS:**

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Move-In Inspection Date: \_\_\_\_\_

Landlord Name: \_\_\_\_\_

Landlord Signature: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_

# Tenant Move In Checklist

Tenant Name: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_

Move-Out Inspection Date: \_\_\_\_\_

Landlord Name: \_\_\_\_\_

Landlord Signature: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_