

RENTAL PROPERTY

MOVE-IN / MOVE-OUT CHECKLIST

A practical, room-by-room worksheet for documenting a property's condition at the beginning and end of a tenancy.

Property address: _____

Unit / property name (if applicable): _____

Tenant name(s): _____

Landlord / representative: _____

Inspection type (Move-in / Move-out) and date: _____

HOW TO USE THIS CHECKLIST

- Inspect each item and mark the appropriate Move-In or Move-Out column. Describe the condition and exact location of any wear, damage, missing items or needed repairs.
- Be specific in your notes. Mark items that do not apply as N/A.
- Take dated photos or video, and retain the checklist and supporting records.
- Use the same checklist at both inspections when possible. Allow tenant comments and provide each party a copy.

This is a basic documentation aid, not legal advice or a determination of responsibility for repairs or security-deposit deductions. Requirements vary by location.

GENERAL NOTES / ITEMS TO FOLLOW UP

Additional comments / observations:

EXTERIOR & ENTRY

ITEM TO INSPECT	MOVE-IN	MOVE-OUT	NOTES / CONDITION / LOCATION
Mailbox	☐	☐	
Lawn, trees & shrubs	☐	☐	
Deck / patio	☐	☐	
Porch / steps / railings	☐	☐	
Roof & gutters (visible areas)	☐	☐	
Siding & exterior paint	☐	☐	
Front door, locks & hardware	☐	☐	
Front-door weatherstripping	☐	☐	
Exterior light fixtures	☐	☐	
Doorbell	☐	☐	
Back door, locks & hardware	☐	☐	
Back-door weatherstripping	☐	☐	
Basement / side door, locks & weatherstripping	☐	☐	

Additional comments / observations:

LIVING ROOM & COMMON AREAS

ITEM TO INSPECT	MOVE-IN	MOVE-OUT	NOTES / CONDITION / LOCATION
Ceilings & walls	☐	☐	
Paint / visible marks	☐	☐	
Door stops	☐	☐	
Doors, locks & knobs	☐	☐	
Flooring / carpet	☐	☐	
Light fixtures & bulbs	☐	☐	
Windows, glass & screens	☐	☐	
Electrical outlets & switches	☐	☐	
Blinds / window coverings	☐	☐	
Vents / registers	☐	☐	

Additional comments / observations:

KITCHEN

ITEM TO INSPECT	MOVE-IN	MOVE-OUT	NOTES / CONDITION / LOCATION
Ceilings & walls	☐	☐	
Paint / visible marks	☐	☐	
Doors, locks, knobs & door stops	☐	☐	
Flooring / tile	☐	☐	
Light fixtures	☐	☐	
Windows, screens & latches	☐	☐	
Blinds / window coverings	☐	☐	
Electrical outlets & switches	☐	☐	
Pantry & shelves	☐	☐	
Drawers & handles	☐	☐	
Cabinets & handles	☐	☐	
Countertops / backsplash	☐	☐	
Range & oven	☐	☐	
Oven racks, knobs & broiler	☐	☐	
Sink, faucet & visible plumbing	☐	☐	
Refrigerator, shelves & drawers	☐	☐	
Vent / range hood	☐	☐	

Additional comments / observations:

BEDROOM(S) — REPEAT FOR EACH BEDROOM

Room label: _____

ITEM TO INSPECT	MOVE-IN	MOVE-OUT	NOTES / CONDITION / LOCATION
Ceilings & walls	☐	☐	
Paint / visible marks	☐	☐	
Door stops	☐	☐	
Doors, locks & knobs	☐	☐	
Flooring / carpet	☐	☐	
Overhead light & bulbs	☐	☐	
Windows, glass & screens	☐	☐	
Electrical outlets & switches	☐	☐	
Blinds / window coverings	☐	☐	
Window latches	☐	☐	
Vents / registers	☐	☐	
Closet shelves & rods	☐	☐	

Additional comments / observations:

BATHROOM(S) — REPEAT FOR EACH BATHROOM

Room label: _____

ITEM TO INSPECT	MOVE-IN	MOVE-OUT	NOTES / CONDITION / LOCATION
Ceilings & walls	☐	☐	
Paint / visible marks	☐	☐	
Doors, locks & knobs	☐	☐	
Flooring	☐	☐	
Light fixtures & bulbs	☐	☐	
Windows, screens & latches	☐	☐	
Electrical outlets & switches	☐	☐	
Blinds / window coverings	☐	☐	
Vents / exhaust fan	☐	☐	
Cabinet, drawers & hardware	☐	☐	
Sink, faucet & visible plumbing	☐	☐	
Toilet / flush operation	☐	☐	
Tub / shower, surround & visible caulking	☐	☐	
Mirror / accessories	☐	☐	

Additional comments / observations:

BASEMENT, GARAGE & UTILITY AREAS

ITEM TO INSPECT	MOVE-IN	MOVE-OUT	NOTES / CONDITION / LOCATION
Lighting	☐	☐	
Windows & screens	☐	☐	
Doors, locks & knobs	☐	☐	
Garage door & opener (if applicable)	☐	☐	
Electrical outlets & switches	☐	☐	
Blinds / window coverings	☐	☐	
Window latches	☐	☐	
Worktable / built-in storage	☐	☐	
Washer & dryer connections (if applicable)	☐	☐	
Visible signs of moisture / leaks	☐	☐	
Storage areas / shelves	☐	☐	

Additional comments / observations:

SYSTEMS, SAFETY & OTHER

ITEM TO INSPECT	MOVE-IN	MOVE-OUT	NOTES / CONDITION / LOCATION
Heating / air conditioning / thermostat	☐	☐	
Water heater (visible condition)	☐	☐	
Smoke alarms / detectors	☐	☐	
Carbon monoxide alarms (where applicable)	☐	☐	
Visible plumbing leaks / water pressure	☐	☐	
Appliances not listed above	☐	☐	
Keys, remotes, access cards & other items	☐	☐	

Additional comments / observations:

KEYS, ACCESS ITEMS & ACKNOWLEDGMENT

Record the quantity issued at move-in and returned at move-out.

ITEM	ISSUED AT MOVE-IN	RETURNED AT MOVE-OUT	NOTES
Door / deadbolt keys			
Mailbox keys			
Garage remotes			
Gate / amenity access cards			
Other			

FINAL NOTES / ITEMS REQUIRING FOLLOW-UP

Additional comments / observations:

ACKNOWLEDGMENT

Signatures acknowledge review of the recorded observations; they do not necessarily indicate agreement with every observation or determine legal responsibility.

Tenant signature: _____ Date: _____

Landlord / representative: _____ Date: _____

Tenant comments attached? ☐ Yes ☐ No Photos attached / stored? ☐ Yes ☐ No

Need a checklist tailored to your rental property? Contact JJR Collections & Landlord Support Services about customized property checklists.