

Move-In / Move-Out Inspection Checklist

Use the same structure at move-in and move-out so condition records are easier to compare.

Property: _____ Unit: _____ Date: _____
Tenant(s): _____ Type: ☐ Move-In ☐ Move-Out

Property & tenancy

- ☐ Property address / unit _____
- ☐ Tenant name(s) _____
- ☐ Inspection date _____
- ☐ Inspection type: Move-In / Move-Out _____
- ☐ Inspector name _____
- ☐ Keys / remotes / access devices recorded _____

Entry, doors & locks

- ☐ Entry door condition _____
- ☐ Locks / deadbolts operate correctly _____
- ☐ Door frame / trim condition _____
- ☐ Interior doors open and close normally _____
- ☐ Keys / access devices accounted for _____

Living areas & bedrooms

- ☐ Walls and ceilings _____
- ☐ Floors / carpet / tile _____
- ☐ Windows and screens _____
- ☐ Blinds / curtains if provided _____
- ☐ Closets / shelving _____
- ☐ Lighting / switches / outlets _____
- ☐ Visible stains, marks or damage noted _____

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Check items, add notes, and keep photo evidence connected to the inspection record.

Kitchen

- ☐ Counters and cabinets
- ☐ Sink and faucet
- ☐ Visible plumbing / leaks
- ☐ Refrigerator
- ☐ Range / oven
- ☐ Dishwasher if provided
- ☐ Microwave / hood if provided
- ☐ Flooring
- ☐ Lighting / outlets

Bathrooms

- ☐ Sink and faucet
- ☐ Toilet
- ☐ Tub / shower
- ☐ Caulk / grout condition
- ☐ Visible plumbing / leaks
- ☐ Ventilation
- ☐ Mirrors / cabinets
- ☐ Flooring
- ☐ Lighting / outlets

Systems & safety

- ☐ Heating / cooling system observed
- ☐ Thermostat
- ☐ Smoke / safety devices where applicable
- ☐ Water heater visible condition
- ☐ Electrical panel accessible
- ☐ Known service issues noted

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Exterior / other areas

- ☐ Balcony / patio / yard if applicable
- ☐ Garage / parking area if applicable
- ☐ Storage areas
- ☐ Exterior doors / windows visible from unit
- ☐ Furnishings / appliances supplied by landlord

Photo evidence

- ☐ Wide photo for each major room
- ☐ Close-up photos of existing or changed condition
- ☐ Photos are tied to this inspection record
- ☐ Before / after views are comparable where practical
- ☐ Original evidence files preserved

Move-out follow-up

- ☐ Compare move-out condition with move-in baseline
- ☐ Cleaning / make-ready work identified
- ☐ Maintenance work identified
- ☐ Vendor follow-up recorded if needed
- ☐ Missing keys / access items noted
- ☐ Deposit-related review completed under applicable rules

Acknowledgment & records

- ☐ Tenant review / acknowledgment offered where appropriate
- ☐ Notes added for conditions not clear in photos
- ☐ Completed inspection report saved
- ☐ Related maintenance / costs connected
- ☐ Record retention plan followed

Inspection Notes & Evidence Log

Use this page for item-specific notes, photo references, vendor follow-up and unresolved conditions.

Item / room	Condition / note	Photo / follow-up

Reminder: Keep factual condition records. Normal wear, damage, deposit deductions and inspection requirements can depend on local law and lease terms.