

**MOVE-IN & MOVE-OUT INSPECTION**

TENANT: \_\_\_\_\_

RENTAL UNIT \_\_\_\_\_

LANDLORD \_\_\_\_\_

**Instructions:** At move-in, mark each item that is NOT in good condition; all items left blank will be assumed to be in good condition. After unit vacated, the same list will be used to compare condition on moving out.

ITEM	IN	OUT	COMMENT
<b>GENERAL</b>			
Trash Removal - Inside			
Trash Removal - Outside			
Ext. Walls			
Extermination			
Smoke Alarms (#)			
<b>ENTRY AREA</b>			
Main Door General			
Lock			
Door Knob			
Peep/Glass			
Screen/Storm Door			
Door Closer			
Handles			
Steps/Railing			
<b>LIVING ROOM</b>			
Windows - Glass			
Screens			
Closet & Door			
Light Fixture (bulb?)			
Switches & Receptacles			
Floors			
Walls			
Doors/Hardware			

Signed at move-IN: (date: _____)
Landlord: _____
Tenant: _____

Signed at move-OUT: (date: _____)
Landlord: _____
Tenant: _____

*(if tenant not available at move-out, document)*

ITEM	IN	OUT	COMMENT
<b>KITCHEN</b>			
Windows - Glass			
Screens			
Light fixture			
Switches			
Receptacles			
Floors			
Walls			
Sink - Clean			
Underneath			
Hardware			
Disposal			
Range/Oven			
Hood/Exhaust			
Top			
Oven			
Broiler			
Handles/Controls			
Microwave - Clean			
Refrigerator			
Inside Door			
Shelves			
Ice Trays/Icemaker			
(#			
Freezer			
Cabinets			
Counter Top			
Doors + Hardware			
Drawers			
Dishwasher			
Bugs/Vermin			

<i>ITEM</i>	<i>IN</i>	<i>OUT</i>	<i>COMMENT</i>
<b><i>BEDROOM 1</i></b>			
Windows - Glass			
Screens			
Closet & Door			
Light Fixture (bulb?)			
Switches & Receptacles			
Floors			
Walls			
Doors/Hardware			
<b><i>BEDROOM 2</i></b>			
Windows - Glass			
Screens			
Closet & Door			
Light Fixture (bulb?)			
Switches & Receptacles			
Floors			
Walls			
Doors/Hardware			
<b><i>BEDROOM 3/EXTRA ROOM</i></b>			
Windows - Glass			
Screens			
Closet & Door			
Light Fixture (bulb?)			
Switches & Receptacles			
Floors			
Walls			
Doors/Hardware			

<i>ITEM</i>	<i>IN</i>	<i>OUT</i>	<i>COMMENT</i>
<b><i>BATHROOM 1</i></b>			
Windows - Glass			
Screens			
Linen Closet & Door			
Light Fixture (bulb?)			
Switches & Receptacles			
Floors			
Walls			
Doors/Hardware			
Commode - Clean			
Seat			
Tub/Shower/Hardware			
Sink/Vanity			
Medicine Cabinet			
Towel Bars			
<b><i>BATHROOM 2</i></b>			
Windows - Glass			
Screens			
Linen Closet & Door			
Light Fixture (bulb?)			
Switches & Receptacles			
Floors			
Walls			
Doors/Hardware			
Commode - Clean			
Seat			
Tub/Shower/Hardware			
Sink/Vanity			
Medicine Cabinet			
Towel Bars			
<b><i>OTHER</i></b>			
Deck/Patio			
Parking Area			
Ceiling Fan			
Back Door/Stairs			