**MOVE-IN/MOVE-OUT CHECKLIST**

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| **Property Address:** | | | |
| [TYPE PROPERTY ADDRESS, WITH UNIT #, IF APPLICABLE] | | | |
| **Bathrooms:** | **Bedrooms:** | **Move-In Date:** | **Move-Out Date:** |
| [# OF BATHROOMS] | [# OF BEDROOMS] | [MM/DD/YYYY] | [MM/DD/YYYY] |
| **Tenant Name(s):** | | | |
| [TYPE THE NAME(S) OF ALL TENANT(S) ON THE LEASE]. | | | |

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| **ENTRANCE/HALLS** | **Move-In Condition** | **Move-Out Condition** | **Cost ($)** |
| Steps and landings |  |  |  |
| Handrails |  |  |  |
| Doors |  |  |  |
| Hardware/Locks |  |  |  |
| Floors/Coverings |  |  |  |
| Walls/Coverings |  |  |  |
| Ceilings |  |  |  |
| Windows/Coverings |  |  |  |
| Lighting |  |  |  |
| Electrical Outlets |  |  |  |
| Closets |  |  |  |
| Fire alarms/equipment |  |  |  |
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| **LIVING ROOM** | **Move-In Condition** | **Move-Out Condition** | **Cost ($)** |
| Floor/Coverings |  |  |  |
| Walls/Coverings |  |  |  |
| Ceiling |  |  |  |
| Windows/Covering |  |  |  |
| Lighting |  |  |  |
| Electrical outlets |  |  |  |
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| **DINING ROOM** | **Move-In Condition** | **Move-Out Condition** | **Cost ($) To Fix** |
| Floor/Coverings |  |  |  |
| Walls/Coverings |  |  |  |
| Ceiling |  |  |  |
| Windows/Coverings |  |  |  |
| Lighting |  |  |  |
| Electrical outlets |  |  |  |
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| **KITCHEN** | **Move-In Condition** | **Move-Out Condition** | **Cost ($) To Fix** |
| Range |  |  |  |
| Refrigerator |  |  |  |
| Sink/Faucets |  |  |  |
| Floor/Coverings |  |  |  |
| Walls/Coverings |  |  |  |
| Ceiling |  |  |  |
| Windows/Coverings |  |  |  |
| Lighting |  |  |  |
| Electrical outlets |  |  |  |
| Cabinets |  |  |  |
| Closets/Pantry |  |  |  |
| Exhaust fan |  |  |  |
| Fire alarms/equipment |  |  |  |
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| **BEDROOM(S)** | **Move-In Condition** | **Move-Out Condition** | **Cost ($) To Fix** |
| Doors and locks |  |  |  |
| Floor/Coverings |  |  |  |
| Walls/Coverings |  |  |  |
| Ceiling |  |  |  |
| Windows/Covering |  |  |  |
| Closets |  |  |  |
| Lighting |  |  |  |
| Electrical outlets |  |  |  |
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| **BATHROOM(S)** | **Move-In Condition** | **Move-Out Condition** | **Cost ($) to Fix** |
| Sink/Faucets |  |  |  |
| Shower/Tub |  |  |  |
| Curtain rack/Door |  |  |  |
| Towel rack |  |  |  |
| Toilet |  |  |  |
| Doors/Locks |  |  |  |
| Floor/Coverings |  |  |  |
| Walls/Coverings |  |  |  |
| Ceiling |  |  |  |
| Windows/Coverings |  |  |  |
| Closets |  |  |  |
| Cabinets |  |  |  |
| Exhaust fan |  |  |  |
| Lighting |  |  |  |
| Electrical outlets |  |  |  |
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| **OTHER** | **Move-In Condition** | **Move-Out Condition** | **Cost ($) to Fix** |
| Heating Equipment |  |  |  |
| Air-conditioning unit(s) |  |  |  |
| Hot-water heater |  |  |  |
| Smoke/Fire alarms |  |  |  |
| Thermostat |  |  |  |
| Doorbell |  |  |  |
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| **TOTAL COST TO FIX ($)** | | |  |

**MOVE-IN**

**Landlord / Manager**

This unit is in decent, safe, and sanitary condition. Any deficiencies identified in this report will be remedied within 30 days of the date the tenant moves into the unit.

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/)

Manager / Landlord Signature

**Tenant(s)**

I have inspected the premises and found this unit to be in decent, safe, and sanitary condition. Any deficiencies are noted above. I recognize that I am responsible for keeping the apartment in good condition, with the exception of normal wear and tear. In the event of damage, I agree to pay the cost to restore the apartment to its original condition.

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/) [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/)  
Tenant Signature Tenant Signature

**MOVE-OUT**

**Landlord / Manager**

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/)\_\_\_\_  
Manager / Landlord Signature

**Tenant(s)**

I, the Tenant(s) to the Property:

- Agree with move-out inspection.

- Disagree with move-out inspection due to the following items:

[IF THE TENANT(S) DISAGREE WITH THE RESULTS OF THE MOVE-OUT CHECKLIST, LIST ITEM(S) HERE].

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/) [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/)  
Tenant Signature Tenant Signature