

RESIDENT'S MOVE IN AND OUT CHECK LIST

(Form FIRST Completed by Landlord, Next Tenant(s) Make Comments & Sign. **Original back to Landlord (copy to tenant(s)).**)

Tenant Name(s)				
Address & Apt. No.		City	State	Zip
Move-in Date	Inspection Date	Time	By	
Move-Out Date	Inspection Date	Time	By	

Unless otherwise noted, the premises are clean, in good working order and undamaged. Please use the key codes provided.

KEY CODES **NC** - needs cleaning, **NP** - needs painting, **RP** - replace, **NR** - needs repair, **NS** - needs spot cleaning
NSP - needs spot painting, **SC** - scratched

LIVING ROOM	Move-In	Move-Out	Est. Cost
FLOOR			
WALLS			
CEILING			
DOORS			
WINDOWS			
SCREENS			
SHADES			
CLOSET			
ELEC FIXTURES			
LIGHT BULBS			

KITCHEN	Move-In	Move-Out	Est. Cost
FLOORS			
WALLS			
CEILING			
DOORS			
WINDOWS			
CURTAIN			
SCREENS			
CABINETS			
DRAWERS			
SINK/FAUCET			
SINK AREA			
COUNTERS			
FAN/LIGHT			
ELEC FIXTURES			
LIGHT BULBS			

REFRIGERATOR	Move-In	Move-Out	Est. Cost
INSIDE/PARTS			
OUTSIDE			
LIGHT			

STOVE/OVEN	Move-In	Move-Out	Est. Cost
STOVE (OUTSIDE)			
BURNERS			
VENT			
TIMER/CONTROLS			
OVEN SURFACES			
BROILER			
LIGHT			
OVEN RACKS			
DRIP PANS			

DISHWASHER	Move-In	Move-Out	Est. Cost
INSIDE/PARTS			
OUTSIDE			
CONTROLS			

BATH #1	Move-In	Move-Out	Est. Cost
FLOORS			
WALLS			
CEILING			
DOORS			
CABINETS			
DRAWERS			
SINK/FAUCET			
SHELVES			
MIRROR			
TUB/SHOWER			
CAULKING			
COUNTER TOPS			
FAN			
BOWL/SEAT			
TOWEL RACKS			
WINDOW			
ELEC FIXTURES			
LIGHT BULBS			

BATH #2	Move-In	Move-Out	Est. Cost
FLOORS			
WALLS			
CEILING			
DOORS			
CABINETS			
DRAWERS			
SINK/FAUCET			
SHELVES			
MIRROR			
TUB/SHOWER			
CAULKING			
COUNTER TOPS			
FAN			
BOWL/SEAT			
TOWEL RACKS			
WINDOW			
ELEC FIXTURES			
LIGHT BULBS			

KEY CODES NC - needs cleaning, **NP** - needs painting, **RP** - replace, **NR** - needs repair, **NS** - needs spot cleaning
NSP - needs spot painting, **SC** - scratched

BEDROOM #1	Move-In	Move-Out	Est. Cost
FLOOR			
WALLS			
CEILING			
DOORS			
WINDOWS			
SCREENS			
CLOSET			
SHADES/BLINDS			
ELEC FIXTURES			
LIGHT BULBS			

BEDROOM #2	Move-In	Move-Out	Est. Cost
FLOOR			
WALLS			
CEILING			
DOORS			
WINDOWS			
SCREENS			
CLOSET			
SHADES/BLINDS			
ELEC FIXTURES			
LIGHT BULBS			

BEDROOM #3	Move-In	Move-Out	Est. Cost
FLOOR			
WALLS			
CEILING			
DOORS			
WINDOWS			
SCREENS			
CLOSET			
SHADES/BLINDS			
ELEC FIXTURES			
LIGHT BULBS			

HALL/STAIRS/ENTRY	Move-In	Move-Out	Est. Cost
WALLS			
CEILING			
DRAPES/BLINDS			
CLOSET			
DOORS			
FLOOR			
WINDOWS			
SCREENS			
ELEC FIXTURES			
LIGHT BULBS			

DINING ROOM	Move-In	Move-Out	Est. Cost
WINDOWS			
SCREENS			
ELEC FIXTURES			
FLOORS			

FRONT PORCH	Move-In	Move-Out	Est. Cost
ELEC FIXTURES			
LIGHT BULBS			

BACK PORCH	Move-In	Move-Out	Est. Cost
ELEC FIXTURES			
LIGHT BULBS			

SERVICE PORCH	Move-In	Move-Out	Est. Cost
WALLS			
CEILING			
CLOSET/CABINETS			
WINDOWS			
SHADES/BLINDS			
SCREENS			
FLOOR			
DOOR			
ELEC FIXTURES			
LIGHT BULBS			

GARAGE /CARPORT	Move-In	Move-Out	Est. Cost
ELEC FIXTURES			
LIGHT BULBS			
DOOR			

MECHANICAL	Move-In	Move-Out	Est. Cost
HOT WATER HEATER			
SMOKE DETECTOR			
THERMOSTAT			
FURNACE			
AIR CONDITIONER			
AIR COND. FILTER			

# OF KEYS	Move-In	Move-Out	Est. Cost
FRONT DOOR			
LAUNDRY ROOM			
MAIL BOX			

COMMENTS _____

I understand that unless otherwise noted, all discrepancies will be resident's responsibility and will be deducted from the security deposit at time of move out.

 Tenant (Signature)

Tenant's Forwarding Address _____

 Tenant (Signature)

 Landlord / Agent (Signature)
