**LANDLORD-TENANT MOVE-IN CHECKLIST**

|  |  |
| --- | --- |
| Property:  | Tenant(s) name(s):  |
| Apartment no.  | Bedrooms:  | Move-in date:  | Move-out date:  |

|  |  |  |
| --- | --- | --- |
| **Entrance/halls** | **Condition** | **Cost to correct** |
| **Move-in** | **Move-out** |
| Steps and landings |  |  |  |
| Handrails |  |  |  |
| Doors |  |  |  |
| Hardware/locks |  |  |  |
| Floors/coverings |  |  |  |
| Walls/coverings |  |  |  |
| Ceilings |  |  |  |
| Windows/coverings |  |  |  |
| Lighting1 |  |  |  |
| Electrical outlets |  |  |  |
| Closets2 |  |  |  |
| Fire alarms/equipment |  |  |  |
| **Living room** |
| Floor/coverings |  |  |  |
| Walls/coverings |  |  |  |
| Ceiling |  |  |  |
| Windows/covering |  |  |  |
| Lighting |  |  |  |
| Electrical outlets |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Dining room** | **Condition** | **Cost to correct** |
| **Move-in** | **Move-out** |
| Floor/coverings |  |  |  |
| Walls/coverings |  |  |  |
| Ceiling |  |  |  |
| Windows/coverings |  |  |  |
| Lighting |  |  |  |
| Electrical outlets |  |  |  |
| **Kitchen** |
| Range |  |  |  |
| Refrigerator |  |  |  |
| Sink/faucets |  |  |  |
| Floor/coverings |  |  |  |
| Walls/coverings |  |  |  |
| Ceiling |  |  |  |
| Windows/coverings |  |  |  |
| Lighting |  |  |  |
| Electrical outlets |  |  |  |
| Cabinets |  |  |  |
| Closets/pantry2 |  |  |  |
| Exhaust fan |  |  |  |
| Fire alarms/equipment |  |  |  |
| **Bedroom(s)** |
| Doors and locks |  |  |  |
| Floor/coverings |  |  |  |
| Walls/coverings |  |  |  |
| Ceiling |  |  |  |
| Windows/covering |  |  |  |
| Closets2 |  |  |  |
| Lighting |  |  |  |
| Electrical outlets |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Bathroom(s)** | **Condition** | **Cost to correct** |
| **Move-in** | **Move-out** |
| 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 |  |  |  |
| **Other equipment** |
| Heating equipment |  |  |  |
| Air-conditioning unit(s) |  |  |  |
| Hot-water heater |  |  |  |
| Smoke/fire alarms |  |  |  |
| Thermostat |  |  |  |
| Doorbell |  |  |  |
| Total |  |  |  |
| 1. Fixtures, bulbs, switches, and timers2. Floor/walls/ceiling, shelves/rods, lighting3. Water pressure and hot water |

|  |  |  |
| --- | --- | --- |
| Move-in 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.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, except for normal wear. In the event of damage, i agree to pay the cost to restore the apartment to its original condition.Tenant’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tenant’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | **Move-out** Manager's/landlord’s signature[ ]  - agree with move-out inspection[ ]  - disagree with move-out inspection due to the following items:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tenant’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tenant’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |