

# Move In/Out Checklist

**YOU CAN ANTICIPATE THAT YOUR FULL SECURITY/DAMAGE DEPOSIT WILL BE RETURNED IF THE APARTMENT IS IN CLEAN AND SATISFACTORY CONDITION AFTER YOU VACATE THE PREMISES.**

Charges for cleaning services will be deducted from your security deposit. If any item is dirty, damaged, or missing and must be replaced, the Tenant(s) may be charged the full replacement cost. The Tenant(s) may also incur a charge for removal of abandoned personal items from the apartment or the apartment building. It is also important to take pictures when moving in and moving out. If possible arrange a time with the landlord/manager for inspection when moving in or moving out. Please provide a copy of this check list and pictures to the landlord/manager.

	<b>Move In</b>	<b>Move Out</b>
	Date: _____	Date: _____
<b>General Information</b>		
Rental Address:		
Landlord/Manager:		
Landlord/Manager Telephone #'s: (General & Emergency)		
Landlord/Manager Email:		
<b>Apartment/General (Note Clean/Dirty? Note ALL Stains &amp; Damages? Note Broken?)</b>		
Recent maintenance?		
Furniture available		
Furniture clean/worn?		
Air conditioning		
Outlets (missing covers?)		
Light fixtures Broken? Damaged?		
Blinds/Curtains		
Closet space/condition		
Fireplace		
Carpet (note stains)		
Hardwood floors		
Locks on doors		
Wall condition- Paint		
Ceiling condition		
Ceiling fan & lighting fixtures		
Patio/balcony		
Storage space		
Stairs/Rails		

# Move In/Out Checklist

Windows condition cracked/broken?		
Laundry facilities		
Garbage		
Mailboxes Locked?		
Emergency exits		
Outdoor lighting		
Functioning windows with locks?		
Storm windows & screens		
Intercom Working?		
Locks on all doors		
Screens		
Smoke detectors CHECK! Working?		
Other:		
<b>Kitchen (Note Clean/Dirty? Note ALL Stains &amp; Damages? Note Broken?)</b>		
Refrigerator		
Counter space		
Sink Leaks/bugs underneath?		
Cabinets (Drawers, Doors & Shelves)		
Does the sink drain? Does it hold water?		
Dishwasher		
Garbage disposal		
Gas/electric stove All burners function?		
Microwave		
Other:		
<b>Bathroom (Note Clean/Dirty? Note ALL Stains &amp; Damages? Note Broken?)</b>		
Curtain or door for shower?		
Towel racks? Toilet tissue holder?		
Tub or Shower Dripping? Leaking?		
Fixtures chipped, stained or rusted?		
Mirrors chipped or cracked?		
Medicine cabinet		

# Move In/Out Checklist

Sink Leaks/bugs underneath?		
Toilet Leaks/runs		
Leaking pipes under sink or toilet		
Floor & Baseboards		
Windows, Doors & Walls		
Other:		
<b>Bedroom #1 (Note Clean/Dirty? Note ALL Stains &amp; Damages? Note Broken?)</b>		
Dresser (top & drawers)		
Table (top & drawers)		
Mattress (& Boxspring)		
Floor & Baseboards		
Windows, Doors & Walls		
Closet		
Blinds/Curtains		
Ceiling fan & lighting fixtures		
Locks on doors		
Paint/wall condition		
Ceiling condition		
Other:		
<b>Bedroom #2 (Note Clean/Dirty? Note ALL Stains &amp; Damages? Note Broken?)</b>		
Dresser (top & drawers)		
Table (top & drawers)		
Mattress (& Boxspring)		
Floor & Baseboards		
Windows, Doors & Walls		
Closet		
Blinds/Curtains		
Ceiling fan & lighting fixtures		
Locks on doors		
Paint/wall condition		
Ceiling condition		
Other:		

# Move In/Out Checklist

Bedroom #3 (Note Clean/Dirty? Note ALL Stains & Damages? Note Broken?)		
Dresser (top & drawers)		
Table (top & drawers)		
Mattress (& Boxspring)		
Floor & Baseboards		
Windows, Doors & Walls		
Closet		
Blinds/Curtains		
Ceiling fan & lighting fixtures		
Locks on doors		
Paint/wall condition		
Ceiling condition		
Other:		

**NOTES:**

**Tenants:**

\_\_\_\_\_  
Name (print & sign)

\_\_\_\_\_  
Name (print & sign)

\_\_\_\_\_  
Name (print & sign)

**Landlord:**

\_\_\_\_\_  
Name (print & sign)

**Date copies of Move In/Out Check list and pictures provide to landlord/property manager**

Move in \_\_\_\_\_

Move out \_\_\_\_\_