

Move In / Move Out Checklist

Prior to moving in, the tenant is required to thoroughly inspect the apartment and note any discrepancies in the condition of the apartment. The same checklist will be followed when the tenant moves out.

ITEM		MOVE IN	MOVE OUT
Keys	Apartment Door		
	Mail Box		
Living / Dining Room	Walls / Ceiling		
	Flooring / Carpet		
	Doors		
	Glass		
	Drapes / Blinds / Shades		
Kitchen	Overall Cleanliness		
	Range / Oven		
	Refrigerator		
	Counter-tops / Cabinets		
	Sink		
	Dishwasher		
	Garbage Disposal		
	Floor		
	Glass		
Walls / Ceiling			
Hall	Walls / Ceiling		
	Flooring / Carpet		
	Doors		
Bath 1	Overall Cleanliness		
	Tub / Shower		
	Sink		
	Commode / Seat		
	Tile		
	Vanity		
	Medicine Cabinet		
	Flooring		
	Door		
Glass			
Bath 2	Overall Cleanliness		
	Tub / Shower		
	Sink		
	Commode / Seat		
	Tile		
	Vanity		
	Medicine Cabinet		
	Flooring		
	Door		
Glass			

Legend:

X: Satisfactory N/A: Not Applicable NC: Needs Cleaning NR: Needs Repair

THIS FORM MUST BE COMPLETED AND

ITEM		MOVE IN	MOVE OUT
Bed Room 1	Walls / Ceiling		
	Flooring / Carpet		
	Closet / Closet Door		
	Door		
	Glass		
	Drapes		
	Blinds / Shades		
Bed Room 2	Walls / Ceiling		
	Flooring / Carpet		
	Closet / Closet Door		
	Door		
	Glass		
	Drapes		
	Blinds / Shades		
Bed Room 3	Walls / Ceiling		
	Flooring / Carpet		
	Closet / Closet Door		
	Door		
	Glass		
	Drapes		
Bed Room 4	Walls / Ceiling		
	Flooring / Carpet		
	Closet / Closet Door		
	Door		
	Glass		
	Drapes		
Exterior	Overall Cleanliness		
	Doors		
	Windows		
	Siding		

**RETURNED TO THE LANDLORD WITHIN 2 DAYS
OF YOUR MOVE-IN / MOVE OUT DATE**