

MOVE IN/MOVE OUT CHECKLIST

Please return this form (signed) within fourteen (14) days of move-in or it will be understood that there is no previous damage to the property.

Property: _____ **Date of Check-in:** _____

Residents: _____ **Date of Check-out:** _____

Phone: _____

ROOM	CHECK-IN COMMENTS	CHECK-OUT COMMENTS
Living Room:		
Doors/Locks/Screens		
Electrical Fixtures		
Fireplace		
Baseboards		
Carpet/Flooring		
Sliding Glass Doors		
Walls and Ceilings		
Windows/Screens		
Blinds/Drapes		
Other		

ROOM	CHECK-IN COMMENTS	CHECK-OUT COMMENTS
Family Room:		
Doors/Locks/Screens		
Electrical Fixtures		
Fireplace		
Baseboards		
Carpet/Flooring		
Sliding Glass Doors		
Walls and Ceilings		
Windows/Screens		
Blinds/Drapes		
Other		

ROOM	CHECK-IN COMMENTS	CHECK-OUT COMMENTS
Dining Room:		
Doors/Locks/Screens		
Electrical Fixtures		
Fireplace		
Baseboards		
Carpet/Flooring		
Sliding Glass Doors		
Walls and Ceilings		
Windows/Screens		
Blinds/Drapes		
Other		

ROOM	CHECK-IN COMMENTS	CHECK-OUT COMMENTS
Hallways & Stairways:		
Closet		
Electrical		
Floors/Carpet		
Stairs/Carpeting		
Railings		
Walls and Ceilings		
Other		

ROOM		CHECK-IN COMMENTS	CHECK-OUT COMMENTS
Kitchen:			
<i>Range:</i>			
	Surface Areas		
	Burners		
	Drip Pans		
	Oven and Racks		
	Broiler Pan and Rack		
	Range Drawer		
	Exhaust Fan		
<i>Refrigerator:</i>			
	Surface Areas		
	Freezer		
	Ice Trays		
	Interior Areas		
<i>General:</i>			
	Cabinets/Counter/Drawers		
	Sink and Disposal		
	Walls/Woodwork Ceiling		
	Light Fixtures		
	Windows and Screens		
	Floor Coverings/Baseboards		
	Doors and Locks		
	Electrical Outlets		
ROOM		CHECK-IN COMMENTS	CHECK-OUT COMMENTS
Bathroom #1:			
	Bathtub and Sink		
	Toilet Bowl and Base		
	Mirror and Medicine Cabinet		
	Ceramic Tile		
	Vanity Inside and Out		
	Light Fixtures		
	Floor Coverings		
	Walls and Woodwork		
	Windows and Screens		
	Towel Bar and Shower Rod		
	Vent Fan		
ROOM		CHECK-IN COMMENTS	CHECK-OUT COMMENTS
Bathroom #2:			
	Bathtub and Sink		
	Toilet Bowl and Base		
	Mirror and Medicine Cabinet		
	Ceramic Tile		
	Vanity Inside and Out		
	Light Fixtures		
	Floor Coverings		
	Walls and Woodwork		
	Windows and Screens		
	Towel Bar and Shower Rod		
	Vent Fan		
	Other		

ROOM	CHECK-IN COMMENTS	CHECK-OUT COMMENTS
Bathroom #3:		
Bathtub and Sink		
Toilet Bowl and Base		
Mirror and Medicine Cabinet		
Ceramic Tile		
Vanity Inside and Out		
Light Fixtures		
Floor Coverings		
Walls and Woodwork		
Windows and Screens		
Towel Bar and Shower Rod		
Vent Fan		
Other		
ROOM	CHECK-IN COMMENTS	CHECK-OUT COMMENTS
Bedroom #1:		
Closets		
Doors and Locks		
Light Fixtures		
Electrical Switches/Outlets		
Floor/Baseboards/Carpet		
Walls and Ceilings		
Windows/Screens		
Blinds/Drapes		
Other		
ROOM	CHECK-IN COMMENTS	CHECK-OUT COMMENTS
Bedroom #2:		
Closets		
Doors and Locks		
Light Fixtures		
Electrical Switches/Outlets		
Floor/Baseboards/Carpet		
Walls and Ceilings		
Windows/Screens		
Blinds/Drapes		
Other		
ROOM	CHECK-IN COMMENTS	CHECK-OUT COMMENTS
Bedroom #3:		
Closets		
Doors and Locks		
Light Fixtures		
Electrical Switches/Outlets		
Floor/Baseboards/Carpet		
Walls and Ceilings		
Windows/Screens		
Blinds/Drapes		
Other		

ROOM	CHECK-IN COMMENTS	CHECK-OUT COMMENTS
Bedroom #4:		
Closets		
Doors and Locks		
Light Fixtures		
Electrical Switches/Outlets		
Floor/Baseboards/Carpet		
Walls and Ceilings		
Windows/Screens		
Blinds/Drapes		
Other		
ROOM	CHECK-IN COMMENTS	CHECK-OUT COMMENTS
Bedroom #5:		
Closets		
Doors and Locks		
Light Fixtures		
Electrical Switches/Outlets		
Floor/Baseboards/Carpet		
Walls and Ceilings		
Windows/Screens		
Blinds/Drapes		
Other		
ROOM	CHECK-IN COMMENTS	CHECK-OUT COMMENTS
Bedroom #6:		
Closets		
Doors and Locks		
Light Fixtures		
Electrical Switches/Outlets		
Floor/Baseboards/Carpet		
Walls and Ceilings		
Windows/Screens		
Blinds/Drapes		
Other		
ROOM	CHECK-IN COMMENTS	CHECK-OUT COMMENTS
General:		
Storage Closets		
Entry Door		
Coat Closet		
Smoke Detectors		
Air Conditioning		
Yard		
Other		
ROOM	CHECK-IN COMMENTS	CHECK-OUT COMMENTS
Garage:		
Garage Door Opener		
Doors		
Miscellaneous:		
	Checked at move-in by:	
	(Owner/Agent)	(Date)
	and:	
	(Resident	(Date)
	Checked at move-out by:	
	(Owner/Agent)	(Date)
	and:	
	(Resident	(Date)