

INSTRUCTIONS: Use this list when the tenant first looks over the apartment and again right before moving out. Cross off the items on the list that do not apply. Make remarks (e.g. new, dirty, broken) in the space provided. Signatures are suggested, but not necessary. The tenant should give a copy of this checklist to the landlord shortly after moving in. This will provide a record of which, if any, damages to the apartment the tenant is responsible for.

MOVE-IN INSPECTION

MOVE-OUT INSPECTION

ROOM: **CONDITION:** **DAMAGES:**

CONDITION: **DAMAGES:**

Living Room:

Doors: _____
 Ceiling: _____
 Floor: _____
 Carpeting: _____
 Woodwork: _____
 Walls: _____
 Windows: _____
 Window Screens: _____
 Electrical: _____
 Other: _____

Dining Room:

Doors: _____
 Ceiling: _____
 Floor: _____
 Carpeting: _____
 Woodwork: _____
 Walls: _____
 Windows: _____
 Window Screens: _____
 Electrical: _____
 Other: _____

Kitchen:

Doors: _____
 Ceiling: _____
 Floor: _____
 Carpeting: _____
 Woodwork: _____
 Pantry: _____
 Walls: _____
 Windows: _____
 Sink: _____
 Garbage Disposal: _____
 Plumbing: _____
 Electrical: _____
 Refrigerator: _____
 Freezer: _____
 Range/Stove: _____
 Oven: _____
 Counter Tops: _____
 Cupboard: _____
 Other: _____

Bathroom:

Doors: _____
Ceiling: _____
Floor: _____
Carpeting: _____
Woodwork: _____
Linen Closet: _____
Walls: _____
Mirror: _____
Windows: _____
Window Screens: _____
Bathtub/Shower: _____
Sink: _____
Toilet: _____
Plumbing: _____
Counters: _____
Cabinets: _____
Electrical: _____
Other: _____

Bedroom:

Doors: _____
Ceiling: _____
Floor: _____
Carpeting: _____
Woodwork: _____
Closet: _____
Walls: _____
Windows: _____
Window Screens: _____
Electrical: _____
Other: _____

Other:

Doors: _____
Ceiling: _____
Floor: _____
Carpeting: _____
Closet: _____
Woodwork: _____
Walls: _____
Windows: _____
Window Screens: _____
Plumbing: _____
Electrical: _____
Other: _____

Tenant should keep a copy of this for his/her records.

Suggested Signatures:

MOVE-IN

MOVE-OUT

Tenant: _____ Date: _____
Landlord: _____ Date: _____

Tenant: _____ Date: _____
Landlord: _____ Date: _____