

Before you unpack

A photo checklist for the rooms, surfaces, and existing issues in your rental.

Address / unit

Photo date

For each issue: room view + location view + close-up.

☐ **Every room**

Wide views from the doorway and another angle. Include undamaged areas.

☐ **Floors, walls, ceilings, and trim**

Marks, stains, holes, chipped paint, scratches, and missing pieces.

☐ **Doors, windows, and closets**

Frames, screens, blinds, handles, shelves, and accessible locks.

☐ **Kitchen**

Counters, sink, cabinet interiors, and empty appliance interiors.

☐ **Bathrooms**

Vanity, sink, toilet, tub or shower, tile, and accessible under-sink space.

☐ **Laundry and included outdoor or storage spaces**

Included appliances, patio, garage, and belongings left behind.

☐ **Existing issues**

Pair a clear photo with the room, location, and a specific observation.

☐ **Save, send, and keep a copy**

Submit as instructed. Keep original photos, notes, and submission confirmation.

Use your landlord's required form and reporting process. Record inaccessible areas and anything you could not check. Report urgent problems promptly.

Fill this PDF in a compatible reader, save a copy, then reopen it to check your entries. You can also print and write by hand.

Your condition log

Use one row per issue. Record the actual observation date and the photo filenames.

Address / unit

Example

Main bathroom | Chip on front-left vanity edge; present at move-in | Bathroom 01-03 | Date observed: [actual date] | Included in condition record

1. Room / area

Date observed

What I observed and exactly where

Photos

Next step

2. Room / area

Date observed

What I observed and exactly where

Photos

Next step

3. Room / area

Date observed

What I observed and exactly where

Photos

Next step

Need more room? Save another copy of this kit with a different filename. Describe what you can see; avoid guessing about the cause. Keep an unchanged copy of the original photos.

Send the record

Adapt the message below, attach the record, and keep a copy of what you sent.

1. Name the folder and photos clearly

Folder: [address-unit] / move-in-[YYYY-MM-DD]

Photos: bathroom-01-room, bathroom-02-location, bathroom-03-detail

Keep a backup separate from your phone. If you share a folder link, limit access to the intended recipient and check they can open it.

2. Adapt this message

Hi [name],

Attached is my move-in condition checklist for [address and unit], completed on [date]. The photos are organized by room.

I noted [brief description of issues] and submitted a maintenance request for [issue, if applicable].

Please confirm you received the checklist and can open the photos.

Thank you,
[your name]

3. Record the submission

Sent on / through

Receipt confirmed on

Follow-up: Hi [name], checking that you received my move-in record sent on [date]. Please let me know if any attachments will not open. Thank you.

Use your landlord's required submission and maintenance process. This kit organizes observations; it does not replace required forms or guarantee a deposit refund.