

Move-in inspection checklist

Walk every room. Record what you see. Keep photos with your notes.

PROPERTY / ADDRESS

UNIT

INSPECTION DATE / TIME

INSPECTOR

BEFORE YOU START

Record condition before occupancy. Charge your phone. Confirm utility service.

Check each box after inspecting. Note issues or N/A; a check does not mean damage.

01 Entry & living areas

- ☐ Door, frame, locks and weatherstripping
- ☐ Walls, ceilings and paint
- ☐ Floors: stains, scratches or broken tile
- ☐ Windows, screens and coverings
- ☐ Lights, switches, outlets and fans
- ☐ Closets, shelves and rods
- ☐ Included furnishings and cleanliness

Notes / photo references

02 Kitchen

- ☐ Refrigerator / freezer and interior parts
- ☐ Range, oven, burners and hood filter
- ☐ Dishwasher, microwave and disposal
- ☐ Sink, faucet, drainage and leaks
- ☐ Countertops: chips, burns or stains
- ☐ Cabinets, drawers, hinges and pulls
- ☐ Floor and areas around appliances

Notes / photo references

MAKE THE RECORD USEFUL

Take a wide photo of each room, then close-ups of any issues.

Record rooms in good condition, too. Describe location and size; avoid guessing causes.

Example note

Living room: 3-inch hole in drywall, left of closet door. Photos 08-09.

Move-in inspection checklist

Finish the remaining areas. Save a clear baseline for the next inspection.

PROPERTY / UNIT

03 Bathrooms

- ☐ Toilet: flush, base and seat
- ☐ Tub, shower, caulk and drains
- ☐ Sink, faucet and under-sink leaks
- ☐ Exhaust fan, mirror and hardware
- ☐ Walls, ceilings: moisture or mildew

Notes / photo references

04 Bedrooms

- ☐ Room(s): _____
- ☐ Walls and ceilings before furniture arrives
- ☐ Floors: existing wear, stains or scratches
- ☐ Doors, windows, screens and locks
- ☐ Closets, lights, switches and outlets

Notes / photo references

05 Laundry & mechanical

- ☐ Washer / dryer, hoses and lint trap
- ☐ Water heater: leaks or corrosion
- ☐ Heating / cooling, when safe to test
- ☐ Filter, thermostat and panel access

Notes / photo references

06 Exterior & handover

- ☐ Doors, porch, railings and garage
- ☐ Yard, fencing, mailbox and debris
- ☐ Keys, remotes, fobs and passes issued
- ☐ Smoke / CO alarms: present and tested

Notes / photo references

BEFORE YOU FILE IT

- ☐ Record existing issues and follow-up needs.
- ☐ Save this baseline with dated photos.

Use extra sheets for additional rooms or notes. This is a condition record, not a determination of tenant responsibility. Keep this baseline for routine and move-out comparisons.

Move-out inspection checklist

Walk every room. Record what you see. Keep photos with your notes.

PROPERTY / ADDRESS

UNIT

INSPECTION DATE / TIME

INSPECTOR

BEFORE YOU START

Bring the move-in record. Charge your phone. Confirm utility service.

Check each box after inspecting. Note issues or N/A; a check does not mean damage.

01 Entry & living areas

- ☐ Door, frame, locks and weatherstripping
- ☐ Walls, ceilings and paint
- ☐ Floors: stains, scratches or broken tile
- ☐ Windows, screens and coverings
- ☐ Lights, switches, outlets and fans
- ☐ Closets, shelves and rods
- ☐ Furniture, trash or items left behind

Notes / photo references

02 Kitchen

- ☐ Refrigerator / freezer and interior parts
- ☐ Range, oven, burners and hood filter
- ☐ Dishwasher, microwave and disposal
- ☐ Sink, faucet, drainage and leaks
- ☐ Countertops: chips, burns or stains
- ☐ Cabinets, drawers, hinges and pulls
- ☐ Floor and areas around appliances

Notes / photo references

MAKE THE RECORD USEFUL

Take a wide photo of each room, then close-ups of any issues.

Record rooms in good condition, too. Describe location and size; avoid guessing causes.

Example note

Living room: 3-inch hole in drywall, left of closet door. Photos 08-09.

Move-out inspection checklist

Finish the remaining areas, then compare your records before deciding next steps.

PROPERTY / UNIT

03 Bathrooms

- ☐ Toilet: flush, base and seat
- ☐ Tub, shower, caulk and drains
- ☐ Sink, faucet and under-sink leaks
- ☐ Exhaust fan, mirror and hardware
- ☐ Walls, ceilings: moisture or mildew

Notes / photo references

04 Bedrooms

- ☐ Room(s): _____
- ☐ Walls and ceilings behind furniture
- ☐ Floors beneath beds and dressers
- ☐ Doors, windows, screens and locks
- ☐ Closets, lights, switches and outlets

Notes / photo references

05 Laundry & mechanical

- ☐ Washer / dryer, hoses and lint trap
- ☐ Water heater: leaks or corrosion
- ☐ Heating / cooling, when safe to test
- ☐ Filter, thermostat and panel access

Notes / photo references

06 Exterior & handover

- ☐ Doors, porch, railings and garage
- ☐ Yard, fencing, mailbox and debris
- ☐ Keys, remotes, fobs and passes returned
- ☐ Smoke / CO alarms: present and tested

Notes / photo references

BEFORE YOU FILE IT

- ☐ Compare with move-in photos and notes.
- ☐ Save photos with this dated checklist.

Use extra sheets for additional rooms or notes. This is a condition record, not a determination of tenant responsibility. Check applicable requirements before making deposit deductions.