

CHECKLIST | PROPERTY MOVE-IN AND MOVE-OUT REPORT

Presented by Plan Insurance Brokers

Move-in Date:	Move-out Date:
Tenant Name:	Property Address:
Inspector Signature:	Tenant Signature:

These premises are clean, sanitary and in good operating condition, unless otherwise noted below under 'Move-In Exceptions'.

LIVING ROOM, DINING ROOM AND HALLWAY

ITEM	MOVE-IN EXCEPTIONS	MOVE-OUT CONDITION	CHARGES
Walls, Ceiling			
Floor, Carpet			
Closets, Doors, Locks			
Lighting			
Curtains, Rods, Blinds			
Windows, Tracks, Screens			
Fireplace			

KITCHEN

ITEM	MOVE-IN EXCEPTIONS	MOVE-OUT CONDITION	CHARGES
Walls, Ceiling, Floor			
Counter Tops, Tile			
Cabinets, Closets			
Oven, Stove			
Hood, Fan, Lights			
Refrigerator			
Dishwasher			
Sink, Tap, Disposal			
Windows, Doors, Screens			

This checklist is of general interest and is not intended to apply to specific circumstances. It does not purport to be a comprehensive analysis of all matters relevant to its subject matter. The content should not, therefore, be regarded as constituting legal advice and not be relied upon as such. In relation to any particular problem which they may have, readers are advised to seek specific advice. Further, the law may have changed since first publication and the reader is cautioned accordingly. © 2008-2012, 2018 Zywave, Inc. All rights reserved.

CHECKLIST | PROPERTY MOVE-IN AND MOVE-OUT REPORT

BEDROOM (SPECIFY)

ITEM	MOVE-IN EXCEPTIONS	MOVE-OUT CONDITION	CHARGES
Walls, Ceiling			
Floor, Carpet			
Closets, Doors, Shelves			
Lighting, Mirrors			
Curtains, Rods, Blinds			
Windows, Tracks, Screens			

BEDROOM (SPECIFY)

ITEM	MOVE-IN EXCEPTIONS	MOVE-OUT CONDITION	CHARGES
Walls, Ceiling			
Floor, Carpet			
Closets, Doors, Shelves			
Lighting, Mirrors			
Curtains, Rods, Blinds			
Windows, Tracks, Screens			

BEDROOM (SPECIFY)

ITEM	MOVE-IN EXCEPTIONS	MOVE-OUT CONDITION	CHARGES
Walls, Ceiling			
Floor, Carpet			
Closets, Doors, Shelves			
Lighting, Mirrors			
Curtains, Rods, Blinds			
Windows, Tracks, Screens			

This checklist is of general interest and is not intended to apply to specific circumstances. It does not purport to be a comprehensive analysis of all matters relevant to its subject matter. The content should not, therefore, be regarded as constituting legal advice and not be relied upon as such. In relation to any particular problem which they may have, readers are advised to seek specific advice. Further, the law may have changed since first publication and the reader is cautioned accordingly. © 2008-2012, 2018 Zywave, Inc. All rights reserved.

CHECKLIST | PROPERTY MOVE-IN AND MOVE-OUT REPORT

LAVATORY (SPECIFY)

ITEM	MOVE-IN EXCEPTIONS	MOVE-OUT CONDITION	CHARGES
Walls, Ceiling			
Floor			
Cabinets, Mirrors			
Sink			
Bath, Shower			
Tile, Grout			
Lights, Vent Fan			
Toilet			
Window, Doors			
Towel Bars, Accessories			

LAVATORY (SPECIFY)

ITEM	MOVE-IN EXCEPTIONS	MOVE-OUT CONDITION	CHARGES
Walls, Ceiling			
Floor			
Cabinets, Mirrors			
Sink			
Bath, Shower			
Tile, Grout			
Lights, Vent Fan			
Toilet			
Window, Doors			
Towel Bars, Accessories			

This checklist is of general interest and is not intended to apply to specific circumstances. It does not purport to be a comprehensive analysis of all matters relevant to its subject matter. The content should not, therefore, be regarded as constituting legal advice and not be relied upon as such. In relation to any particular problem which they may have, readers are advised to seek specific advice. Further, the law may have changed since first publication and the reader is cautioned accordingly. © 2008-2012, 2018 Zywave, Inc. All rights reserved.

CHECKLIST | PROPERTY MOVE-IN AND MOVE-OUT REPORT

OTHER AREAS

ITEM	MOVE-IN EXCEPTIONS	MOVE-OUT CONDITION	CHARGES
Washer, Dryer			
Heat, Air Conditioning			
Balcony, Desk, Patio			
Storage, Parking Area			
Garden, Plants, Grass			
Smoke Detectors			
Number of Keys			

CHARGES AND DEPOSITS

Security Deposit:	Other:
First Month's Rent:	Refundable Expenses:
Last Month's Rent:	GRAND TOTAL:

The undersigned hereby agree that unit number _____ in the building located at

_____ (address)

was found to be in the condition(s) noted above on _____ (date).

(Tenant)

(Tenant)

(Landlord)

This checklist is of general interest and is not intended to apply to specific circumstances. It does not purport to be a comprehensive analysis of all matters relevant to its subject matter. The content should not, therefore, be regarded as constituting legal advice and not be relied upon as such. In relation to any particular problem which they may have, readers are advised to seek specific advice. Further, the law may have changed since first publication and the reader is cautioned accordingly. © 2008-2012, 2018 Zywave, Inc. All rights reserved.