

# MOVE-IN/MOVE-OUT CHECKLIST

THIS MOVE-IN/MOVE-OUT CHECKLIST is hereby made a part of the Rental Agreement dated \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_, the Owner/Agent, and \_\_\_\_\_, the Resident for the premises located at \_\_\_\_\_.

Move-In Date:	Inspection Date:
Move-Out Date:	Inspection Date:

This checklist is to be completed by the Owner/Agent upon the Resident moving in and moving out of the residence. The Resident is encouraged to be present during inspections. The Resident shall have Three (3) days after taking possession in which to amend this checklist to include any further defects in the property which were unnoticed at the time of the Move-In Inspection. The Resident agrees that failure to notify the Owner/Agent of such further defects in writing within the time specified shall be conclusive proof that there are no further defects and that in fact the Resident has accepted the premises, its furnishings, and appliances in good and satisfactory condition except as noted herein. Upon vacating the premises, the Resident shall leave the premises in the same or better condition as when accepted by the Resident or as they may be put by the Owner/Agent or the Resident, reasonable wear excepted.

	MOVE-IN			MOVE-OUT	
ITEM	NEW	GOOD	OTHER	COND.	CHARGE
Mailbox Keys					
Door Keys					
Dead Bolt Keys					
Other Keys					
KITCHEN	MOVE-IN			MOVE-OUT	
Refrigerator - Clean & Working					
2 Ice Cube Trays					
2 Crispers & Glass Top					
Light Bulb					
Butter Dish					
Ice Caddy					
Stove - Clean & Working					
Oven Racks #					
Broiler Pan #					
Light Bulb #					
Disposal - Clean & Working					
Disposal Top					
Chips Or Crack In Kitchen Appliance					

Condition Of Counter Tops					
Fan, Filter & Hood - Clean & Working					
<b>BATHROOM #1 - CLEAN</b>	<b>MOVE-IN</b>		<b>MOVE-OUT</b>		
Soap Dishes, Towel Bars, Shower Rod, Paper Holders Secure					
Tub & Sink Stoppers Work					
Plumbing Working Properly					
Caulking - Clean					
Tiles					
Fan - Clean & Working					
<b>BATHROOM #2 - CLEAN</b>	<b>MOVE-IN</b>		<b>MOVE-OUT</b>		
Towel Bars, Shower Rod, Paper Holders					
Tub & Sink Stoppers Work					
Plumbing Working Properly					
Caulking - Clean					
Tiles					
Fan - Clean & Working					
Heating & Air Conditioner(S) - Clean & Working					
Filters					
Doors					
Windows					
Doors & Frames					
Screens -In Windows & Windows Clean					
Carpet /Flooring					
Drapes, Curtains & Rods					
Window Shades					
Rubbish Removed					
Lighting Fixtures & Bulbs					
Wall Surfaces					

Door Stops					
Door Knobs					
Vents & Registers					
Electrical - Outlets & Plates					
Closet Doors					
Mirrors					
Smoke Alarm(S)					
Other					

**Comments:** \_\_\_\_\_

### PERSONAL PROPERTY

THE FOLLOWING PERSONAL PROPERTY IS ALSO INCLUDED IN THE RESIDENCE:

ITEM	QUANTITY	BRAND	COLOR	SERIAL #	CONDITION
REFRIGERATOR					
STOVE					
WASHER					
DRYER					
CARPET/ FLOORING					
DRAPES					
SHADES					
CEILING FANS					

### SMOKE DETECTORS

The Resident hereby acknowledges that smoke detectors are located on the premises in the following locations and that said smoke detectors are currently operable: \_\_\_\_\_

RESIDENT'S INITIALS: \_\_\_\_\_

The Resident agrees to maintain said smoke detectors in operable condition at all times. This includes:

- a. testing each smoke detector periodically by pushing the test button,
- b. if battery operated, replacing the battery or batteries as often as necessary, but at least once per year, and
- c. notifying the Owner/Agent immediately of any malfunctioning smoke detector.

THE RESIDENT AGREES that the above information is an accurate account of the condition and contents of said premises and acknowledges receiving a copy hereof. The Owner/Agent reserves the right to add additional charges for damages or uncleanness, which may be discovered after the Resident, vacates the premises.

Tenant _____	Owner/Agent _____
Tenant _____	Owner/Agent _____
Date Signed _____	Date Signed _____