

# Move-In & Move-Out *Rental Checklist*

# Rental Move-In and Move-Out Checklist

**Instructions:** The tenant(s) and OnGuard Property Management personnel shall inspect the property, then complete, and sign this checklist as a mutual agreement on the condition of the property upon move-in. Each party keeps a signed copy of the checklist. The tenant(s) and landlord or property manager should examine this checklist during the pre-move-out inspection and again after move-out to determine if any portion of the security deposit will be deducted for cleaning or repairs.

Tenant Name(s) :

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Address & Apt. No :

City :

State :

Zip :

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Move-In Date :

Inspection Date :

Time :

By :

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Unless otherwise noted, the premises are in clean, good working order and undamaged. Use the key below.

**Key & Abbreviations :**

**NC** Needs Cleaning  
**NP** Needs Painting  
**NR** Needs Repair

**NSC** Needs Spot Cleaning  
**NSP** Needs Spot Painting  
**RP** Needs Replacing

## LIVING ROOM

	Move-in	Move-out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Shades/blinds			
Closet			
Light fixtures			
Outlets/switches			
Lightbulbs			

Comments :

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### ENTRY/HALL

	Move-in	Move-out	Cost
Floor			
Walls			
Ceiling			
Light fixtures			
Outlets/switches			
Closet			
Stairs			

Comments :

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### BEDROOM #1

	Move-in	Move-out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Shades/blinds			
Closet			
Light fixtures			
Outlets/switches			
Lightbulbs			

Comments :

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### BEDROOM #2

	Move-in	Move-out	Cost

Comments :

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### BEDROOM #3

### BEDROOM #4

	Move-in	Move-out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Shades/blinds			
Closet			
Light fixtures			
Outlets/switches			
Lightbulbs			

	Move-in	Move-out	Cost

Comments :

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Comments :

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### DEN

	Move-in	Move-out	Cost
Floor			
Walls			
Ceiling			
Light fixtures			
Outlets/switches			
Closet			
Stairs			

Comments :

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### BATHROOM #1

### BATHROOM #2

	Move-in	Move-out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Cabinets			
Drawers			
Sink/plumbing			
Shelves			
Mirror			
Tub/shower			
Caulking			
Counter			
Fan			
Light fixtures			
Lightbulbs			
Outlets/switches			
<b>TOILET</b>			
Bowl			
Seat			
Flush			

	Move-in	Move-out	Cost

Comments :

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Comments :

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## KITCHEN

	Move-in	Move-out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Cabinets			
Drawers			
Sink/plumbing			
Counters			
Fan			
Light fixtures			
Lightbulbs			
<b>DISHWASHER</b>			
Interior/parts			
Exterior			
Controls			
<b>REFRIGERATOR</b>			
Interior/parts			
Exterior			
Lights			
<b>STOVE/OVEN</b>			
Exterior			
Burners			
Vent			
Timer/controls			
Surface			
Light			
Racks			
Drip pan			

Comments :

## DINING ROOM

	Move-in	Move-out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Shades/blinds			
Light fixtures			
Outlets/switches			

Comments :

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## MECHANICAL

	Move-in	Move-out	Cost
Water heater			
Smoke detector			
Thermostat			
Heating			
A/C			

Comments :

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## OTHER

	Move-in	Move-out	Cost
Parking area			
Lawn/Garden			
Patio/Deck			
Washer/Dryer			

Comments :

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TOTAL COST OF DAMAGES: \$ \_\_\_\_\_.

# Rental Move-In and Move-Out Checklist

I/we, \_\_\_\_\_ (tenants), understand that unless otherwise noted, all damages are under the tenant's responsibility and will be deducted from the security deposit upon move-out.

Videos and/or photographs have been taken of the unit:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, the original copies are in the possession of the	<input type="checkbox"/> Landlord	<input type="checkbox"/> Tenant

## MOVE-IN INSPECTION

<i>Landlord/Agent Signature</i>	<i>Date</i>
_____	_____
<i>Tenant Signature</i>	<i>Date</i>
_____	_____
<i>Tenant Signature</i>	<i>Date</i>
_____	_____
<i>Tenant Signature</i>	<i>Date</i>
_____	_____

## MOVE-OUT INSPECTION

<i>Landlord/Agent Signature</i>	<i>Date</i>
_____	_____
<i>Tenant Signature</i>	<i>Date</i>
_____	_____
<i>Tenant Signature</i>	<i>Date</i>
_____	_____
<i>Tenant Signature</i>	<i>Date</i>
_____	_____

*Tenant's Forwarding Address:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_