



Move In/Move Out Inventory Checklist

PROPERTY AT: _____ (Page 1)

“You must notify your landlord in writing within 4 days after you move of a forwarding address where you can be reached and where you will receive mail; otherwise your landlord shall be relieved of sending you an itemized list of damages and the penalties adherent to that failure.”

Complete the move-in section of this form and return it to your Landlord within 7 days by your lease. All items are presumed to be in good condition unless noted otherwise. If an item is listed that isn't applicable, simply write N/A in the space provided. This form is not a repair request. Submit all requests for repairs separately in accordance with your lease. You and your Landlord may also use this form upon move-out. Keep a copy for your records. Note any defects in the items listed below.

Inventory checklist table with columns: Move In Condition, Move Out Condition. Rows include: A. Exterior (Mailbox, Fence/Gate, Pool/Spa, Lawn Trees/Shrubs, Roof/Gutters, Siding/Paint, Front Door, Door Bell, Back Door, Patio/Sliding Door, Other, Water Shut off Valve Located?); B. Garage (Ceiling & Walls, Floor, Door Opener, Doors, Other); C. Entry (Ceiling & Walls, Paint & Wallpaper, Doors & Door Stops, Door Lock & Knobs, Flooring, Light Fixture, Window/Screen, Plugs & Switches, Closet Doors, Other); D. Living Room (Ceiling & Walls, Paint & Wallpaper, Flooring, Light & Ceiling Fans, Window/Screen, Blinds, Closet & Doors, Outlets & Switches, Fireplace, Smoke Detector, Other); E. Dining Room (Ceiling & Walls, Flooring, Paint & Wallpaper, Closet & Doors, Blinds, Outlets & Switches, Lights & Ceiling Fans, Other); F. Utility Room (Ceiling & Walls, Sinks & Faucets, Closet & Doors, Outlets & Switches, Washer/Dryer, Light Fixture, Flooring, Other).



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	<u>Move In Condition</u>	<u>Move Out Condition</u>		<u>Move In Condition</u>	<u>Move Out Condition</u>
<u>G. Kitchen</u>			<u>J. Master Bedroom</u>		
Ceiling & Walls	_____	_____	Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____	Paint & Wallpaper	_____	_____
Closet & Doors	_____	_____	Door	_____	_____
Flooring	_____	_____	Flooring	_____	_____
Light Fixture	_____	_____	Light & Ceiling Fans	_____	_____
Window/Screen	_____	_____	Window/Screen	_____	_____
Blinds	_____	_____	Blinds	_____	_____
Outlets & Switches	_____	_____	Closet & Doors	_____	_____
Cabinets/Hardware	_____	_____	Outlets & Switches	_____	_____
Counters	_____	_____	Other	_____	_____
Oven/Range	_____	_____	<u>K. Bedroom (2)</u>		
Dishwasher	_____	_____	Ceiling & Walls	_____	_____
Refrigerator	_____	_____	Paint & Wallpaper	_____	_____
Garbage Disposal	_____	_____	Door	_____	_____
Range Hood	_____	_____	Flooring	_____	_____
Microwave	_____	_____	Light & Ceiling Fans	_____	_____
Other	_____	_____	Window/Screen	_____	_____
<u>H. Hallways</u>			Blinds	_____	_____
Ceiling & Walls	_____	_____	Closet & Doors	_____	_____
Flooring	_____	_____	Outlets & Switches	_____	_____
Paint & Wallpaper	_____	_____	Other	_____	_____
Light Fixture	_____	_____	<u>L. Bedroom (3)</u>		
Closet & Doors	_____	_____	Ceiling & Walls	_____	_____
Doors & Door Stops	_____	_____	Paint & Wallpaper	_____	_____
Window/Screen	_____	_____	Door	_____	_____
Outlets & Switches	_____	_____	Flooring	_____	_____
Smoke Detector	_____	_____	Light & Ceiling Fans	_____	_____
Other	_____	_____	Window/Screen	_____	_____
<u>I. Family Room</u>			Blinds	_____	_____
Ceiling & Walls	_____	_____	Closet & Doors	_____	_____
Flooring	_____	_____	Outlets & Switches	_____	_____
Paint & Wallpaper	_____	_____	Other	_____	_____
Light Fixture	_____	_____	<u>M. Bathroom</u>		
Closet & Doors	_____	_____	Ceiling & Walls	_____	_____
Doors & Door Stops	_____	_____	Paint & Wallpaper	_____	_____
Window/Screen	_____	_____	Closet & Doors	_____	_____
Outlets & Switches	_____	_____	Windows/Screens	_____	_____
Smoke Detector	_____	_____	Sinks & Faucet	_____	_____
Fireplace	_____	_____	Tub/Shower	_____	_____
Blinds	_____	_____	Flooring	_____	_____
Other	_____	_____	Other	_____	_____



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N. Bathroom(2)

Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____
Closet & Doors	_____	_____
Windows/Screens	_____	_____
Sinks & Faucet	_____	_____
Tub/Shower	_____	_____
Flooring	_____	_____
Other	_____	_____

O. Other

	<u>Move In Condition</u>	<u>Move Out Condition</u>
Central A/C	_____	_____
Heat	_____	_____
Thermostat	_____	_____
Window A/C Units	_____	_____
Wall Heater	_____	_____
Water Heater	_____	_____
Water Softener	_____	_____
Smoke Detectors	_____	_____
Security System	_____	_____
Other	_____	_____

P. Number of Keys

	<u>Move In Condition</u>	<u>Move Out Condition</u>
Door Keys	_____	_____
Mailbox Keys	_____	_____
Laundry Room Key	_____	_____

The undersigned acknowledge that the above is an accurate assessment of the condition of the property as of date signed.

Move-In Signature

Move-Out Signature

Tenant Date

Tenant Date

Tenant Date

Tenant Date

Rental Management One Date

Rental Management One Date