Move-In/Move-Out Checklist

**Property Address:**

**Tenant's Name:**

**Landlord's Name:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Checklist** | **Move-In** | **Move-Out** | **Notes** |
| **- Inspect the property** |  |  |  |
| **- Check for damages** |  |  |  |
| **- Take photos of existing damage** |  |  |  |
| **- Clean the property** |  |  |  |
| **- Dust all surfaces** |  |  |  |
| **- Vacuum carpets and sweep floors** |  |  |  |
| **- Clean bathrooms and kitchens thoroughly** |  |  |  |
| **- Wipe down appliances** |  |  |  |
| **- Test utilities** |  |  |  |
| **- Check lights** |  |  |  |
| **- Test appliances** |  |  |  |
| **- Check heating and cooling systems** |  |  |  |
| **- Test smoke and CO detectors** |  |  |  |
| **- Notify Utility providers (wi-fi, electricity…)** |  |  |  |
| **- Schedule equipment appointment** |  |  |  |
| **- Check for safety** |  |  |  |
| **- Ensure all doors and windows lock** |  |  |  |
| **- Look for trip hazards** |  |  |  |
| **- Check for fire extinguisher** |  |  |  |
| **- Get to know the property** |  |  |  |
| **- Locate important features** |  |  |  |
| **- Find out garbage and recycling schedule** |  |  |  |
| **- Check lease** |  |  |  |
| **- Confirm move-out date/time** |  |  |  |
| **- Review lease and understand terms** |  |  |  |
| **- Keys and access items** |  |  |  |
| **- Property walkthrough with Landlord** |  |  |  |