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			

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- 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			