

# Move-in Move-out Inspection

## Checklist Template

### Resident Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Move-in Date: \_\_\_\_\_

Move-out Date: \_\_\_\_\_

### Property Details:

Apartment Number: \_\_\_\_\_

Unit Condition on Arrival: \_\_\_\_\_

Unit Condition on Departure: \_\_\_\_\_

### Inspection Areas:

- Living Spaces: \_\_\_\_\_
- Kitchen: \_\_\_\_\_
- Bathrooms: \_\_\_\_\_
- Bedrooms: \_\_\_\_\_

### Damage Report Table:

Item	Move-in Condition	Move-out Condition	Damage Fee (if applicable)
Carpet/Flooring	<input type="checkbox"/> Functional <input type="checkbox"/> Damaged	<input type="checkbox"/> Functional <input type="checkbox"/> Damaged	\$ _____
Walls/Paint	<input type="checkbox"/> Functional <input type="checkbox"/> Damaged	<input type="checkbox"/> Functional <input type="checkbox"/> Damaged	\$ _____

<b>Windows/Blinds</b>	<input type="checkbox"/> Functional <input type="checkbox"/> Damaged	<input type="checkbox"/> Functional <input type="checkbox"/> Damaged	\$ _____
<b>Doors/Locks</b>	<input type="checkbox"/> Functional <input type="checkbox"/> Damaged	<input type="checkbox"/> Functional <input type="checkbox"/> Damaged	\$ _____
<b>Plumbing Fixtures</b>	<input type="checkbox"/> Functional <input type="checkbox"/> Damaged	<input type="checkbox"/> Functional <input type="checkbox"/> Damaged	\$ _____
<b>Appliances</b>	<input type="checkbox"/> Functional <input type="checkbox"/> Damaged	<input type="checkbox"/> Functional <input type="checkbox"/> Damaged	\$ _____
<b>Cabinets/Drawers</b>	<input type="checkbox"/> Functional <input type="checkbox"/> Damaged	<input type="checkbox"/> Functional <input type="checkbox"/> Damaged	\$ _____
<b>Lighting Fixtures</b>	<input type="checkbox"/> Functional <input type="checkbox"/> Damaged	<input type="checkbox"/> Functional <input type="checkbox"/> Damaged	\$ _____

**Final Remarks:**

**Notes:** \_\_\_\_\_

**Inspection Completed By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signatures:**

**Tenant Signature:** \_\_\_\_\_

**Property Manager Signature:** \_\_\_\_\_