

TENANT MOVE-IN / MOVE-OUT INSPECTION CHECKLIST

KITCHEN

- Check all appliances for proper function
- Check for proper water flow in sink/disposal unit
- Check that all cabinets & drawers function properly
- Check for damage to countertops, floors, backsplash
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BATHROOMS

- Check faucets, shower heads, toilets function properly
- Check for proper water flow in sinks, showers/tubs
- Check for any damage to tiles, floors, countertops
- Check that all fans & vents are functioning properly
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BEDROOMS

- Check all doors, locks, windows for function & security
- Check that all closets & drawers function properly
- Check for any damage to walls, ceilings, floors
- Check for any damage to light fixtures & electrical outlets
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OUTDOOR SPACE

- Check for proper lighting & security features
- Check for any damage to fencing, gates, outdoor structures
- Check for any visible signs of pest infestations
- Check for any damage to landscaping/outdoor features
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Date: _____

Tenant: _____

Address: _____

KEY & ABBREVIATIONS

Use this key to note the status of each checklist item. We've added additional blank spaces for ad-hoc checklist items.

CN Cleaning Needed

PN Painting Needed

RN Repairs Needed

OK Okay As-Is

GENERAL INDOOR SPACE

- Check for overall cleanliness (dust, stains, etc)
- Check for any damage to walls, ceilings, floors
- Check for any visible signs of pest infestations
- Check all doors & windows for proper function & security
- Check light fixtures & electrical outlets for proper function
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