Move In Checklist

Condition of the rental on move in day, signed by landlord and tenant

PROPERTY AND UNIT	MOVE IN DATE
TENANT(S)	INSPECTION DATE
LANDLORD OR MANAGER	PHONE

Area or item	Condition	Existing damage and notes	Photo
Living areas			
Walls and ceilings			☐
Floors and carpet			☐
Windows, screens and blinds			☐
Doors, locks and light fixtures			☐
Kitchen			
Stove, oven and hood			☐
Refrigerator			☐
Dishwasher and microwave			☐
Cabinets, counters and sink			☐
Bathrooms			
Toilet, tub and shower			☐
Sink, vanity and mirror			☐
Fan, tile and caulk			☐
Bedrooms			
Walls, floors and carpet			☐
Closets and doors			☐
Whole home			
Smoke and CO alarms			☐
HVAC filter and water heater			☐
Yard, garage and outside			☐

Condition: write New, Good, Fair or Poor. Note every existing scratch, stain, chip or crack, with its location.

KEYS, METERS AND PHOTOS

DOOR KEYS GIVEN	REMOTES, FOBS, MAILBOX KEYS	GARAGE OR GATE CODE GIVEN	
ELECTRIC METER	WATER METER	GAS METER	PHOTOS TAKEN ON

☐ Smoke and CO alarms tested ☐ Tenant present

TENANT SIGNATURE	DATE	LANDLORD SIGNATURE	DATE

Instructions for the landlord

Keep this page. Do not send it to the tenant.

HOW TO USE IT

- Walk through with the tenant before they move in.
- Take dated photos or video of every room, and tick Photo for each item you photographed.
- Both sign. Give the tenant a copy and keep one with the lease.
- Use the move out checklist on move out day to compare.

YOUR STATE

Some states require a move in checklist or condition report. See the rules by state at simplerentledger.com/move-in-inspection-checklist/