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## MOVE-IN AND MOVE-OUT CHECKLIST

Schedule an appointment to inspect the condition of the apartment with the landlord prior to moving in (it can be moving day but should be after it is move-in ready but before you actually move in).

Complete this inventory and be sure to have everyone sign and date this after completion. If the landlord/manager will not sign, simply make a note—you will be sending this along with pictures once you are done.

Take pictures of any and all damages, dents, knicks, scratches, stains, blemishes, etc.—the more you have for later comparison, the better.

Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ TN

Apartment # \_\_\_\_\_

Landlord/Mgr. Name \_\_\_\_\_

Signature \_\_\_\_\_

Tenant Name(s) \_\_\_\_\_

Signature \_\_\_\_\_

Tenant (s) Name(s) \_\_\_\_\_

### Condition Key

**N/A:** Not Applicable

**N:** New

**LW:** Light Wear

**U:** Used

**D:** Well Used/Damaged (must include a note)

Item	Move-In	Move-Out	Notes
<b>Bedroom</b>			
Flooring/Floor Covering			
Walls			
Ceilings			
Doors			
Locks			
Windows			
Screens			
Curtains			
Fans			
Lights (including switches)			
Smoke Detector			
Closets			
Baseboards/Moldings			
Other			
<b>Bathroom</b>			
Flooring/Floor Covering			
Walls			
Ceilings			
Doors			
Locks			
Windows			
Screens			
Curtains			
Fans			
Lights (including switches)			
Counters			
Sink and Faucet			
Bathtub/Shower			
Toilet			
Cabinets (In/Out)			
Shower Curtain/Door			
Toilet Paper Holder			
Baseboards/Moldings			
Other			

# COMMON SPACES/ITEMS

Item	Move-In	Move-Out	Notes
<b>Living Room</b>			
Flooring/Floor Covering			
Doors			
Locks			
Walls			
Ceiling			
Lights (including switches)			
Lamps			
Fans			
Windows			
Curtains			
Screens			
Smoke Alarm			
Fireplace			
Baseboards/Moldings			
Other			
<b>Kitchen</b>			
Stove/Range			
Oven			
Hood/Fan			
Flooring			
Walls			
Ceiling			
Doors			
Locks			
Fans			
Windows			
Screens			
Lights (including switches)			
Countertops			
Island			
Bar Stools			
Cabinets (In/Out)			
Sink/Faucet			
Refrigerator			
Dishwasher			
Garbage Disposal			
Fire Extinguisher			
Smoke Detector			
Baseboards/Moldings			
Other			

Item	Move-In	Move-Out	Notes
<b>Dining Room</b>			
Dining Table			
Dining Chairs			
Flooring/Floor Covering			
Walls			
Ceilings			
Fans			
Doors			
Locks			
Windows			
Screens			
Curtains			
Lights (including switches)			
Baseboards/Moldings			
Other			
<b>Hallways</b>			
Smoke Detector			
Fire Extinguisher			
Walls			
Ceilings			
Doors			
Locks			
Closets			
Lights (Including switches)			
Baseboards/Moldings			
Other			
<b>Additional Check</b>			
HVAC System			
Hot Water Heater			
Front Porch			
Back Porch			
Walkways			
Railings			
Fans			
Driveway			
Yard			
Landscaping			
Furniture			
Alarm System			
Doorbell/Knocker			
Washing Machine			
Dryer			
Other			