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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.

### Redroom   Flooring/Floor Covering   Walls   Cellings   Doors	Date		Item	Move-In	Move-Out	Notes	
Address							
Ceilings   Doors   Locks   Windows   Screens			Flooring/Floor Covering				
City	Address		Walls				
Landlord/Mgr. Name  Signature  TN  Locks Windows Screens Curtains Fans Lights (including switches) Smoke Detector Closets Baseboards/Moldings Other  Bathroom Flooring/Floor Covering			Ceilings				
Windows Screens Curtains Fans Lights (including switches) Smoke Detector Closets Baseboards/Moldings Other Signature Bathroom Flooring/Floor Covering							
Apartment #	City	TN					
Apartment #	,						
Fans Lights (including switches) Smoke Detector Closets Baseboards/Moldings Other Signature Bathroom Flooring/Floor Covering							
Landlord/Mgr. Name Lights (including switches) Smoke Detector Closets Baseboards/Moldings Other Signature Bathroom Flooring/Floor Covering	Apartment #						
Smoke Detector Closets Baseboards/Moldings Other  Bathroom Flooring/Floor Covering							
Landlord/Mgr. Name Closets Baseboards/Moldings Other Signature Bathroom Flooring/Floor Covering							
Baseboards/Moldings Other  Signature	Landlord/Mar Namo						
Signature Other  Bathroom Flooring/Floor Covering	Landiordy right. Name						
Signature Bathroom Flooring/Floor Covering							
Flooring/Floor Covering	Cianatura						
	Signature						
Tanant Nama(a)	Toward Name (a)		Walls				
lenant name(s) (cilings	Tenant Name(s)		Ceilings				
Doors			Doors				
Locks	Charachara		Locks				
Signature Windows	Signature		Windows				
Screens			Screens				
Turnet (2) No. 11 (2) Curtains	Tenant (s) Name(s)		Curtains				
lenant (s) Name(s) Fans							
Lights (including switches)			Lights (including switches)				
Counters							
Sink and Faucet							
Bathtub/Shower							
Tailet							
Condition Key Cabinets (In/Out)	Condition Key						
N/A: Not Applicable  Shower Curtain/Door	N/A: Not Applicable						

N: New

LW: Light Wear

**U**: Used

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



(a) utc\_ocss

Toilet Paper Holder

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Baseboards/Moldings

(f) UTC Off-Campus Student Services

☑ ocss@utc.edu

## **COMMON SPACES/ITEMS**

Item	Move-In	Move-Out	Notes
Living Room	Move-III	Piove-out	Notes
Flooring/Floor Covering			
Doors			
Locks			
Walls			
Ceiling			
Lights (including switches)			
Lamps			
Fans			
Windows			
Curtains			
Screens Smale Alarm			
Smoke Alarm			
Fireplace			
Baseboards/Moldings			
Other			
Kitchen			
Stove/Range			
0ven			
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			

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