



**Unit Condition Checklist – MOVE IN – MOVE OUT**

Development: \_\_\_\_\_ Tenant: \_\_\_\_\_ Unit#: \_\_\_\_\_  
 Move-In Date: \_\_\_\_\_ Inspected by: \_\_\_\_\_  
 Move-Out Date: \_\_\_\_\_ Inspected by: \_\_\_\_\_

Please record the condition of the following items,

**P = Poor; F = Fair; G = Good; E = Excellent; N = New.**

Thoroughly walk through the unit and complete the checklist below.

Please write a description of any item in detail, especially if there are any dents, stains, scratches, etc., as well if the item(s) are new.

	<u>Move-In</u>	<u>Move-Out</u>	<u>Notes</u>
<b><u>KITCHEN:</u></b>			
Stove/Exhaust fan, light, burners, inside:	_____	_____	_____
Stove grease filters, drip pans, racks:	_____	_____	_____
Sinks, faucets, plumbing, and garbage disposal:	_____	_____	_____
Refrigerator, drawers, doors, racks, seals:	_____	_____	_____
Disposal/dishwasher:	_____	_____	_____
Kitchen cabinets, countertops, and hardware:	_____	_____	_____
<b><u>BATHROOM:</u></b>			
Cabinets and countertops:	_____	_____	_____
Vanity, medicine cabinet, mirror, light bar:	_____	_____	_____
Fan and cover:	_____	_____	_____
Toilet and toilet paper holder:	_____	_____	_____
Tub/shower:	_____	_____	_____
Towel bars:	_____	_____	_____
Light switches and GFCI outlets:	_____	_____	_____

**BEDROOM #1:**

Carpet: \_\_\_\_\_

Walls: \_\_\_\_\_

Windows and screens: \_\_\_\_\_

Shades/blinds (vertical/mini): \_\_\_\_\_

Switches and outlets: \_\_\_\_\_

Bedroom door, plus hardware: \_\_\_\_\_

Closet door, plus hardware: \_\_\_\_\_

**BEDROOM #2:**

Carpet: \_\_\_\_\_

Walls: \_\_\_\_\_

Windows and screens: \_\_\_\_\_

Shades/blinds (vertical/mini): \_\_\_\_\_

Switches and outlets: \_\_\_\_\_

Bedroom door, plus hardware: \_\_\_\_\_

Closet door, plus hardware: \_\_\_\_\_

**BEDROOM #3:**

Carpet: \_\_\_\_\_

Walls: \_\_\_\_\_

Windows and screens: \_\_\_\_\_

Shades/blinds (vertical/mini): \_\_\_\_\_

Switched and outlets: \_\_\_\_\_

Bedroom door, plus hardware: \_\_\_\_\_

Closet door, plus hardware: \_\_\_\_\_

**LIVING ROOM/GENERAL:**

Closets/closet doors (bi-pass, bi-fold, hollow): \_\_\_\_\_

Closet/closet door hardware: \_\_\_\_\_

Shades/blinds (vertical/mini): \_\_\_\_\_

Windows and screens: \_\_\_\_\_

Doors (interior and exterior), plus hardware: \_\_\_\_\_

Electrical controls/lighting and outlets: \_\_\_\_\_

Furnace, water heater, and heat register: \_\_\_\_\_

Patio slider and screen door: \_\_\_\_\_

Air-conditioner/sleeves: \_\_\_\_\_

Smoke and CO2 detector(s): \_\_\_\_\_

Fire extinguisher (if applicable): \_\_\_\_\_

**STORAGE ROOM:**

Locker condition: \_\_\_\_\_

**GARAGE:**

Door, plus hardware: \_\_\_\_\_

Walls – exterior: \_\_\_\_\_

Walls – interior: \_\_\_\_\_

Electrical – light (w/ or w/out outlet): \_\_\_\_\_

**Tenant comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Keys:**

**Issued #:**

Apartment Door: \_\_\_\_\_

Mailbox: \_\_\_\_\_

Building Entry: \_\_\_\_\_

Storage Room #: \_\_\_\_\_

Locker #: \_\_\_\_\_

Key: \_\_\_\_\_

Garage #: \_\_\_\_\_

Garage Key: \_\_\_\_\_

Garage Opener: \_\_\_\_\_

I have inspected the unit with a representative of management. With the above exceptions, the unit is in decent, safe, and sanitary condition. I understand this checklist is used to record the condition of the unit at the time of move-in and move-out.

Tenant #1: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Tenant #2: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Tenant #3: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Management: \_\_\_\_\_

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