

Move-in / move-out inspection checklist

Record each item at move-in, then again at move-out, against the same line.

Property address _____	Unit _____
Resident(s) _____	Move-in date _____
Move-out date _____	Inspected by _____

Condition: G = Good · F = Fair · P = Poor · D = Damaged. Note the photo number for every line.

Entry and hallway

Item	Move-in	Move-out	Photo #	Notes
Front door, lock and deadbolt				
Doorbell and peephole				
Walls and ceiling				
Flooring				
Light fixtures and switches				
Closet doors and interior				
Smoke detector				

Living room

Item	Move-in	Move-out	Photo #	Notes
Walls and ceiling				
Flooring or carpet				
Windows, screens and locks				
Blinds or window coverings				
Lights, switches and outlets				
Doors and hardware				
Baseboards and trim				

Kitchen

Item	Move-in	Move-out	Photo #	Notes
Countertops				
Cabinets, doors and drawers				
Sink, faucet and disposal				
Range, oven and hood				
Refrigerator, inside and out				
Dishwasher				
Microwave				
Flooring				
Walls, ceiling and backsplash				
Lights and outlets				

Bathroom Repeat for each bathroom.

Item	Move-in	Move-out	Photo #	Notes
Toilet				
Tub or shower and surround				
Grout and caulk				
Sink, faucet and vanity				
Mirror and medicine cabinet				
Exhaust fan				
Towel bars and fixtures				
Flooring				
Walls and ceiling				

Bedroom Repeat for each bedroom.

Item	Move-in	Move-out	Photo #	Notes
Walls and ceiling				
Flooring or carpet				
Closet doors, rod and shelving				
Windows, screens and coverings				
Doors and hardware				
Lights and outlets				
Smoke detector				

Laundry and utility

Item	Move-in	Move-out	Photo #	Notes
Washer and dryer, or hookups				
Water heater (visible condition)				
HVAC filter				
Electrical panel access				

Exterior and garage Houses and townhomes.

Item	Move-in	Move-out	Photo #	Notes
Front and back yard				
Fencing and gates				
Garage door and opener				
Garage floor				
Patio or balcony				
Exterior lights				

Safety and handover

Item	Move-in	Move-out	Photo #	Notes
Smoke and CO detectors tested				
Fire extinguisher, if provided				
Keys, fobs and remotes (count)				
Meter readings, if applicable				

Take a wide photo of every room from the doorway, then one photo per line above. Photograph the same subjects from the same spots at move-out.

Resident signature and date: _____ Manager signature and date: _____

Free template from proflow360.com/templates. Run the same checklist on iPhone in ProFlow360, with photos attached to each line. This form is not legal advice.