



# Move-in/Move-out Checklist

It is in both the landlord's and the tenant's interest to conduct an inspection of the unit, together, within a few days of moving in, and again prior to moving out. The results of the inspection should be recorded and a copy of it retained by both the landlord and the tenant.

The following checklist has been included to provide some guidance:

	Condition on Arrival	Condition on Departure
<b>Living Room</b> Floor & Floor Covering Drapes Walls & Ceiling Furniture (if any) Light Fixtures Screens Windows, Screens & Doors Smoke Detector  Other		
<b>Kitchen</b> Floor & Floor Covering Walls & Ceiling Stove & Oven Refrigerator Counters Dishwasher Garbage Disposal Light Fixtures Windows, Screens & Doors Sink & Plumbing Cupboards Smoke Detector Other		

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<b>Dining Room</b> Floor & Floor Covering Drapes Walls & Ceiling Furniture (if any) Light Fixtures Windows, Screens & Doors Other		
<b>Bathroom(s)</b> Floor & Floor Covering Sink(s) & Counter(s) Shower(s) Walls & Ceiling Light Fixtures Windows, Screens & Doors Other		
<b>Bedroom(s)</b> Floor & Floor Covering Walls & Ceiling Furniture (if any) Light Fixtures Windows, Screens & Doors Smoke Detector Other		
<b>Other Areas</b> Floor & Floor Covering Windows, Screens & Doors Wall & Ceiling Furnace/Heater Air Conditioning (if any) Lawn/Ground Covering Patio, Terrace, Deck, etc. Other		

Check list completed at the beginning of the tenancy on (date)\_\_\_\_\_ approved by \_\_\_\_\_ (landlord) and \_\_\_\_\_ (tenant).

Check list completed at the end of the tenancy on (date)\_\_\_\_\_ approved by \_\_\_\_\_ (landlord) and \_\_\_\_\_ (tenant).