

# Apartment Turn: Landlord Move-In & Move-Out Checklist

Resident(s):	UNIT NUMBER	
Property:	MOVE-IN INSPECTION DATE:	MOVE-OUT INSPECTION DATE:
Move-In Date:	INSPECTION DATE:	INSPECTED BY:
Move-Out Date:		

EXTERIORS	MOVE-IN CONDITION	MOVE-OUT CONDITION	COST TO REPAIR
Doors			
Windows			
Screens			
Siding/Paint			
Fencing			
Walkways			
Porch/Balcony			
Lights			
Front yard/Back yard			
Shed/Storage			
Other:			
Other:			

Notes:

ENTRANCE	MOVE-IN CONDITION	MOVE-OUT CONDITION	COST TO REPAIR
Steps/Landing			
Handrails			
Doors			
Windows/Blinds			
Hardware/Locks			
Walls			
Lights			
Ceilings			
Floors			
Safety Detectors			
Electrical Outlets			
Other:			
Other:			

Notes:

KITCHEN	MOVE-IN CONDITION	MOVE-OUT CONDITION	COST TO REPAIR
Flooring			
Walls			
Screens			
Siding/Paint			
Ceiling			
Doors			
Windows & Blinds			
Cooktops			
Stove			
Countertops			
Range Hood			
Microwave			
Cabinets			
Drawers			
Sink/Plumbing			
Lights			
Ceiling Fan			
Refrigerator			
Dishwasher			
Pantry			
Other:			
Other:			

Notes:

**PRO TIP:** Use short hand to quickly and accurately record unit conditions.

Some examples include:

- SCR Scratches
- RPL Replace
- RPR Repair
- CL Clean
- PNT Paint
- UPG Upgrade

LIVING AREA	MOVE-IN CONDITION	MOVE-OUT CONDITION	COST TO REPAIR
Walls			
Floors			
Doors			
Windows & Blinds			
Hardware/Locks			
Ceiling			
Light Bulbs			
Light Fixtures			
Safety Detectors			
Electrical Outlets			
Closets			
Ceiling Fan			
Other:			
Other:			

Notes:

DINING AREA	MOVE-IN CONDITION	MOVE-OUT CONDITION	COST TO REPAIR
Walls			
Floors			
Doors			
Windows & Blinds			
Hardware/Locks			
Ceiling			
Light Bulbs			
Light Fixtures			
Safety Detectors			
Electrical Outlets			
Other:			
Other:			

Notes:

BATHROOM 1	MOVE-IN CONDITION	MOVE-OUT CONDITION	COST TO REPAIR
Walls			
Floors			
Doors			
Windows & Blinds			
Hardware/Locks			
Ceiling			
Light Bulbs			
Light Fixtures			
Exhaust Fans			
Sink/Plumbing			
GFCI Electrical Outlets			
Shower/Tub			
Cabinets			
Closets			
Towel Racks			
Toilet			
Counter			
Mirrors			
Other:			
Other:			

BATHROOM 2	MOVE-IN CONDITION	MOVE-OUT CONDITION	COST TO REPAIR
Walls			
Floors			
Doors			
Windows & Blinds			
Hardware/Locks			
Ceiling			
Light Bulbs			
Light Fixtures			
Exhaust Fans			
Sink/Plumbing			
GFCI Electrical Outlets			
Shower/Tub			
Cabinets			
Closets			
Towel Racks			
Toilet			
Counter			
Mirrors			
Other:			
Other:			

Notes:

MECHANICAL/EQUIPMENT	MOVE-IN CONDITION	MOVE-OUT CONDITION	COST TO REPAIR
Heating			
AC Units			
Thermostat			
Vents			
Water Heater			
Washer/Dryer			
Other:			
Other			

Notes:

BEDROOM 1	MOVE-IN CONDITION	MOVE-OUT CONDITION	COST TO REPAIR
Walls			
Floors			
Doors			
Windows & Blinds			
Hardware/Locks			
Ceiling			
Light Bulbs			
Light Fixtures			
Closets			
Ceiling Fan			
Electrical Outlets			
Other:			
Other:			

BEDROOM 2	MOVE-IN CONDITION	MOVE-OUT CONDITION	COST TO REPAIR
Walls			
Floors			
Doors			
Windows & Blinds			
Hardware/Locks			
Ceiling			
Light Bulbs			
Light Fixtures			
Closets			
Ceiling Fan			
Electrical Outlets			
Other:			
Other:			

Notes:

OTHER ROOM	MOVE-IN CONDITION	MOVE-OUT CONDITION	COST TO REPAIR
Walls			
Floors			
Doors			
Windows & Blinds			
Hardware/Locks			
Ceilings			
Light Bulbs			
Light Fixtures			
Closets			
Ceiling Fan			
Electrical Outlets			

Notes:

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