Move-out inspection checklist

Compare each area with the move-in record. Mark OK, or describe what changed: what, where, how big, photo number.

ADDRESS / UNIT

TENANT(S)

LANDLORD / MANAGER

MOVE-IN DATE

MOVE-OUT DATE

INSPECTION DATE

PRESENT

Area · what to check	At move-in	At move-out	Photo #
Walls and ceilings Holes, dents (behind doors, handle height), marks, unapproved paint, water stains	☐ OK	☐ OK	
Floors and carpet Stains, burns, tears, pet damage, deep scratches or gouges	☐ OK	☐ OK	
Doors and locks Hinges, handles, door stops, locks working	☐ OK	☐ OK	
Windows Cracked glass, torn screens, bent or broken blinds, curtain rods	☐ OK	☐ OK	
Kitchen Oven, fridge, freezer, dishwasher, microwave inside; cabinets, drawers; counter burns or cuts; sink, disposal	☐ OK	☐ OK	
Bathrooms Tub and shower, grout and caulk, toilet, vanity, mirror, exhaust fan, leaks under sink	☐ OK	☐ OK	
Fixtures and systems Lights and bulbs, outlets, switch plates, smoke and CO detectors, HVAC filter, water heater area	☐ OK	☐ OK	
Outside Entry, patio or balcony, yard, parking space, trash left behind	☐ OK	☐ OK	

Rooms, keys and signatures

One line per room. Wide shot from the doorway, then each wall, the floor and the ceiling, then close-ups with something for scale.

Room	At move-in	At move-out	Changed? What, where, size
Entry / hallway			
Living room			
Dining area			
Kitchen			
Bedroom 1			
Bedroom 2			
Bedroom 3			
Bathroom 1			
Bathroom 2			
Laundry / storage			
Balcony / patio / garage			

Keys and meters at handover

KEYS RETURNED (COUNT) _____ FOBS / REMOTES _____ ELECTRIC METER _____ WATER / GAS METER _____

Forwarding address (in writing)

STREET, CITY, STATE, ZIP _____

Write changes so both sides can check them

Useful: "Hole about 2 in, wall behind bedroom door, at handle height; not present at move-in (photo 4)."
Not useful: "Damaged walls." Normal wear and tear (faded paint, light scuffs, worn carpet paths) is generally not deductible.

Tenant

SIGNATURE _____

NAME _____ DATE _____

Landlord / manager

SIGNATURE _____

NAME _____ DATE _____