

MOVE IN AND MOVE OUT INSPECTION CHECKLIST

(This checklist is designed as general guideline for move in and move out walk through inspection)

1. All rooms in General

- a. **Vacate:** All rooms are complete vacated with no personal belongings (except owned by landlord).
- b. **Ceiling and wall:** Clean paint with no damage.
- c. **Door slab and jam:** Door and hardware functioning with no damage, clean paint.
- d. **Window:** Window and hardware functioning. No glass, screen and frame damage or missing.
- e. **Floor:** Sound secure condition. No scratch, damage.
- f. **Electrical, light with light bulb, ceiling fan, switch and receptacles:** In good working condition.
- g. **Other misc. item.**

2. Kitchen specific

- a. **Cabinets, door and drawer:** in/exterior clean no scratch or damage. All hardware functioning.
- b. **Countertop and kitchen sink:** clean, secure and functioning, no scratch or damage. Drain pipes under sink no damage, no leak, no drain slow or blocking.
- c. **Disposal and Microware (if applicable):** in good working condition.
- d. **Range:** Interior/exterior clean no grease. No scratch/damage. In good working condition.
- e. **Dishwasher:** Interior/exterior clean, no scratch/damage. In good working condition.
- f. **Fridge:** Interior/exterior clean, no scratch and damage, ice maker, water dispenser in good working condition. All shelves/boxes no damage or missing.

3. Bath specific

- a. **Vanity:** Cab, top, faucet, drain pipe and mirror in good condition, no scratch or damage.
- b. **Toilet:** Mount sound secure. Good working condition.
- c. **Tub and shower:** Tub, pan, wall and shower door no scratch and damage. Faucets and shower fixture in good working condition. all sink, toilet, bath tub shower drain no leak, no slow drain or blocking.

4. Utility room specific

- a. **Furnace, AC and duct:** Good working condition, no visual mechanical damage.
- b. **Water heater and plumbing:** Good working condition, no visual damage.
- c. **Laundry sink, washer dryer hookups:** Faucets, sink, dryer hook up in good working condition. Drain no leak, slow drain or blocking.
- d. **Basement floor drain:** No sewer back up.

5. Garage specific

- a. **Wall and floor:** no mechanical hit dent, hole.
- b. **Garage door opener and opener track:** track and opener working property by wall switch and opener remote.
- c. **Garage door and door track:** no dent damage on garage door, door track open close properly.
- d. **Trash bin and recycle bin:** present and empty.

6. House exterior

- a. **House exterior:** Wall, roof, gutter, downspout in good shape, no damage.
- b. **A/C out door unit:** in good shape, no mechanical hit or damage.

7. Deck/sliding door

- a. **Deck/sliding door and screen:** In good working condition, no damage.

8. Yard and fence:

- a. **Yard and fence:** Yard clean without yard waste, fence and gate no damage.
 - b. **Lawn and shrub:** Grass less than 2 inch tall. no shrub/bed over grow.
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