# Move-In/Move-Out Checklist

**Purpose:** This checklist is used to record the condition of a rental property at the time of move-in and again at move-out, helping to fairly assess any damages that occurred during the tenancy.

## Tenant and Property Information

**Tenant Name:** {tenantName}

**Property Address:** {propertyAddress}

**Move-In Date:** {moveInDate}

**Move-Out Date:** {moveOutDate}

**Landlord/Agent Name:** {landlordName}

## General Condition Overview

**Overall Move-In Condition:** {moveInCondition}

**Overall Move-Out Condition:** {moveOutCondition}

## Room-by-Room Checklist

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Room** | **Item** | **Condition at Move-In** | **Condition at Move-Out** | **Notes** |
| {#roomChecklist}{room} | {item} | {conditionMoveIn} | {conditionMoveOut} | {notes}{/roomChecklist} |

## Utilities and Appliances

{#utilities}

* **{name}:** Move-In: *{moveInStatus}*, Move-Out: *{moveOutStatus}*

{/utilities}

## Keys and Access

**Keys Returned:** {keysReturned}

**Access Devices Returned (e.g. garage remotes):** {accessDevicesReturned}

## Damages or Issues Identified

{#identifiedIssues}

* {description} - Reported on: {reportedDate}

{/identifiedIssues}

## Security Deposit Adjustments

**Total Deposit Paid:** {totalDeposit}

**Deductions:** {deductions}

**Amount Returned:** {amountReturned}

## Signatures

**Tenant Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: {tenantSignDate}

**Landlord/Agent Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: {landlordSignDate}