

Move-In/Move-Out Checklist

Address _____

Tenant Signature _____ **Date** _____

	CONDITION – G or P G = Good P = Poor - If Poor, state reason
Assigned Bedroom	
Smoke Detector	
Walls	
Floor	
Closet	
Door	
Door Keys	
Full Bed –Headboard & Mattress	
2 - Night Stands	
1 – Bookcase	
1 – Desk, Desk Chair, Shelf with drawer over desk	
Hallway	
Smoke Detector	
Walls	
Floor	
Assigned Bathroom	
Walls	
Floor	
Door	
Cabinets	
Countertop	
Sink	
Bathroom fixtures	
Living Room	
Walls	
Floor	
1 - 32" Samsung Flat screen TV and remote	
1 - Sony DVD player with remote	
1 - Sofa	
2 - Wicker chairs	
1 – Round Side Table	

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	CONDITION – G or P G = Good P = Poor - If Poor, state reason
3 - small ottomans	
1 - Wooden side table	
1 – Custom Painting	
3 - Ikea cubes mounted to wall	
Wicker Baskets and Boxes in cubes	
3 - Bar Stools	
Entry	
Smoke Detector	
Walls	
Floor	
Door - Front	
Door - Closet	
Kitchen	
Walls	
Floor	
Microwave/Stove	
Refrigerator	
Cabinets	
Countertop/Sink	
Fixtures	
Laundry Room	
Walls	
Floor	
Closet Door	
Door	
Washer/Dryer	
Cabinet over Washer/Dryer	
Dining Room	
Walls	
Floor	
Pantry Doors/6 – Pantry Shelves	
Exterior Door	
1 - Kitchen Table	
4 - Chairs	
Exterior	
Patio	
Fence	

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Any additional items Tenant wishes to note:

NOTE:

Landlord Responsibilities:

Light bulbs at move-in. All light bulbs should be working at move-in.

Smoke detector batteries (10 year batteries installed at Willow Pond on 5/13.)

A/C Air Filters

Tenant Responsibilities:

Replacement of all light bulbs after move-in.