

APARTMENT INSPECTION CHECKLIST

TENANT NAME					EMAIL				
TENANT NAME					EMAIL				
ADDRESS & APT #				c	ITY	ST	·	ZIP	
MOVE-IN DATE				INSPECTION DATE		TIME	BY		
PRE-MOVE-OUT INSPECTION (OPTIONAL)									
FINAL INSPECTION DATE									
KEY ABBREVIA									
R: Repair Needed		MD: Minor	r Damage		P: Painting Needed		M: Missir	ng	
S: Scratched Surfa	ce	REP: Repla	cement Need	ed	SD: Serious Damage		Other: _		
# OF KEYS	MOVE-IN	PRE-MOVE-OUT	MOVE-OUT	COST	DISHWASHER	MOVE-IN	PRE-MOVE-OUT	MOVE-OUT	COST
Front Door					Controls				
Mailbox					Inside/Parts Outside				
					Outside _				
FRONT PORCH	MOVE-IN	PRE-MOVE-OUT	MOVE-OUT	COST			1 1		
Light Bulbs					DINING ROOM _ Ceiling	MOVE-IN	PRE-MOVE-OUT	MOVE-OUT	COST
					Doors _				
ENTRANCE	MOVE-IN	PRE-MOVE-OUT	MOVE-OUT	COST	Floor				
Ceiling					Light Bulbs				
Closet Floor					Screens _				
Doors					Shades _ Walls				-
Light Bulbs					Windows				
Screens									
Shades/Blinds Walls					LIVING DOOM	MOVE IN	PRE-MOVE-OUT	MOVE-OUT	COST
Windows					LIVING ROOM _ Ceiling	MOVE-IN	PRE-MOVE-OUT	MOVE-OUT	COST
					Closet				
				1	Doors				
KITCHEN Ceiling	MOVE-IN	PRE-MOVE-OUT	MOVE-OUT	COST	Floor				
Cabinets					Light Bulbs _ Screens				-
Counters					Shades				
Curtain					Walls				
Doors					Windows				
Drawers Fan/Light									
Floor					BATHROOM #1	MOVE-IN	PRE-MOVE-OUT	MOVE-OUT	COST
Light Bulbs					Cabinets -				
Screens					Calking				
Sink					Ceiling _ Counter				
Windows .					Fan				
					Doors				
		1 1		1	Drawers _				
REFRIGERATOR Inside/Parts	MOVE-IN	PRE-MOVE-OUT	MOVE-OUT	COST	Floor				
Lights					Light Bulbs _ Mirror _				
Outside					Screens _				
					Shades _				
CTO: 12 (2)	MOVE	DDE #401/5 01/5	MOVECUE		Shelves _				
STOVE/OVEN Burners	MOVE-IN	PRE-MOVE-OUT	MOVE-OUT	COST	Shower _				-
Controls					SINK _				
Drip Pan					Toilet				
Light					Towel Rack _				
Outside					Tub _				
Racks Surface									-
Timer					Windows _				
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APARTMENT INSPECTION WORKBOOK CONT.

BATHROOM #2 Cabinets	MOVE-IN	PRE-MOVE-OUT	MOVE-OUT	COST	BEDROOM #3 Blinds/Shades	MOVE-IN	PRE-MOVE-OUT	MOVE-OUT	COST		
Calking				 	Ceiling						
Ceiling					Closet						
Counter Fan					Fan						
Doors Drawers					Doors Floor						
					Light Bulbs						
Floor					Screens						
Light Bulbs					Walls				-		
Screens				 	Windows						
Shades				 							
Shelves						MOVE-IN	PRE-MOVE-OUT	MOVE-OUT	cos		
Shower					Light Bulbs						
				 		MOVE-IN	PRE-MOVE-OUT	MOVE-OUT	cos		
Towel Rack					Ceiling Floor				-		
					Light Bulbs						
					Walls						
Windows											
BEDROOM #1	MOVE-IN	PRE-MOVE-OUT	MOVE-OUT	COST	MECHANICAL	MOVE-IN	PRE-MOVE-OUT	MOVE-OUT	cos		
Blinds/Shades					A/C Furnace				-		
Ceiling					Smoke Detcr.						
Closet Fan					Thermostat						
Doors					Water Heater						
Floor											
Light Bulbs											
Screens					COMMENTS						
Walls Windows											
BEDROOM #2 Blinds/Shades	MOVE-IN	PRE-MOVE-OUT	MOVE-OUT	COST							
Ceiling											
Closet				 							
Fan											
Doors											
Floor											
Light Bulbs Screens											
Walls											
Windows											
MOVE-IN		TENANTS		<u> </u>			MOV	/E-OUT			
DATE		SIGNATURE			NAME		DATE				
DATE											
					NAME						
MOVE-IN		PRE-MOVE-OUT				FINAL INSPECTION					
DATE				DATE		DATE					
AGENT/LANDLORD SI	GNATURE		AGENT/	ANDLORD SIGNA	TURF	AGEN	T/LANDLORD SIGNA	TURE			
PHOTO RECORD CREA	ATED? Y N	PHOTO RECORD CREATED? Y N					PHOTO RECORD CREATED? Y N				
TENANT FORWARDIN	IG ADDRESS										