

APARTMENT INSPECTION CHECKLIST

TENANT NAME _____ EMAIL _____

TENANT NAME _____ EMAIL _____

ADDRESS & APT # _____ CITY _____ ST _____ ZIP _____

MOVE-IN DATE _____ INSPECTION DATE _____ TIME _____ BY _____

PRE-MOVE-OUT INSPECTION (OPTIONAL) _____ INSPECTION DATE _____ TIME _____ BY _____

FINAL INSPECTION DATE _____ INSPECTION DATE _____ TIME _____ BY _____

KEY ABBREVIATIONS

R: Repair Needed **MD:** Minor Damage **P:** Painting Needed **M:** Missing
S: Scratched Surface **REP:** Replacement Needed **SD:** Serious Damage **Other:** _____

| # OF KEYS | MOVE-IN | PRE-MOVE-OUT | MOVE-OUT | COST |
|---------------|---------|--------------|----------|------|
| Front Door | | | | |
| Mailbox | | | | |
| | | | | |
| | | | | |
| FRONT PORCH | MOVE-IN | PRE-MOVE-OUT | MOVE-OUT | COST |
| Light Bulbs | | | | |
| | | | | |
| ENTRANCE | MOVE-IN | PRE-MOVE-OUT | MOVE-OUT | COST |
| Ceiling | | | | |
| Closet | | | | |
| Floor | | | | |
| Doors | | | | |
| Light Bulbs | | | | |
| Screens | | | | |
| Shades/Blinds | | | | |
| Walls | | | | |
| Windows | | | | |
| | | | | |
| KITCHEN | MOVE-IN | PRE-MOVE-OUT | MOVE-OUT | COST |
| Ceiling | | | | |
| Cabinets | | | | |
| Counters | | | | |
| Curtain | | | | |
| Doors | | | | |
| Drawers | | | | |
| Fan/Light | | | | |
| Floor | | | | |
| Light Bulbs | | | | |
| Screens | | | | |
| Sink | | | | |
| Walls | | | | |
| Windows | | | | |
| | | | | |
| REFRIGERATOR | MOVE-IN | PRE-MOVE-OUT | MOVE-OUT | COST |
| Inside/Parts | | | | |
| Lights | | | | |
| Outside | | | | |
| | | | | |
| STOVE/OVEN | MOVE-IN | PRE-MOVE-OUT | MOVE-OUT | COST |
| Burners | | | | |
| Controls | | | | |
| Drip Pan | | | | |
| Light | | | | |
| Outside | | | | |
| Racks | | | | |
| Surface | | | | |
| Timer | | | | |
| Vent | | | | |
| | | | | |

| DISHWASHER | MOVE-IN | PRE-MOVE-OUT | MOVE-OUT | COST |
|--------------|---------|--------------|----------|------|
| Controls | | | | |
| Inside/Parts | | | | |
| Outside | | | | |
| | | | | |
| DINING ROOM | MOVE-IN | PRE-MOVE-OUT | MOVE-OUT | COST |
| Ceiling | | | | |
| Doors | | | | |
| Floor | | | | |
| Light Bulbs | | | | |
| Screens | | | | |
| Shades | | | | |
| Walls | | | | |
| Windows | | | | |
| | | | | |
| LIVING ROOM | MOVE-IN | PRE-MOVE-OUT | MOVE-OUT | COST |
| Ceiling | | | | |
| Closet | | | | |
| Doors | | | | |
| Floor | | | | |
| Light Bulbs | | | | |
| Screens | | | | |
| Shades | | | | |
| Walls | | | | |
| Windows | | | | |
| | | | | |
| BATHROOM #1 | MOVE-IN | PRE-MOVE-OUT | MOVE-OUT | COST |
| Cabinets | | | | |
| Calking | | | | |
| Ceiling | | | | |
| Counter | | | | |
| Fan | | | | |
| Doors | | | | |
| Drawers | | | | |
| Floor | | | | |
| Light Bulbs | | | | |
| Mirror | | | | |
| Screens | | | | |
| Shades | | | | |
| Shelves | | | | |
| Shower | | | | |
| Sink | | | | |
| Tile | | | | |
| Toilet | | | | |
| Towel Rack | | | | |
| Tub | | | | |
| Walls | | | | |
| Windows | | | | |
| | | | | |

APARTMENT INSPECTION WORKBOOK CONT.

| BATHROOM #2 | MOVE-IN | PRE-MOVE-OUT | MOVE-OUT | COST |
|--------------------|---------|--------------|----------|------|
| Cabinets | | | | |
| Calking | | | | |
| Ceiling | | | | |
| Counter | | | | |
| Fan | | | | |
| Doors | | | | |
| Drawers | | | | |
| Floor | | | | |
| Light Bulbs | | | | |
| Mirror | | | | |
| Screens | | | | |
| Shades | | | | |
| Shelves | | | | |
| Shower | | | | |
| Sink | | | | |
| Tile | | | | |
| Toilet | | | | |
| Towel Rack | | | | |
| Tub | | | | |
| Walls | | | | |
| Windows | | | | |

| BEDROOM #1 | MOVE-IN | PRE-MOVE-OUT | MOVE-OUT | COST |
|-------------------|---------|--------------|----------|------|
| Blinds/Shades | | | | |
| Ceiling | | | | |
| Closet | | | | |
| Fan | | | | |
| Doors | | | | |
| Floor | | | | |
| Light Bulbs | | | | |
| Screens | | | | |
| Walls | | | | |
| Windows | | | | |

| BEDROOM #2 | MOVE-IN | PRE-MOVE-OUT | MOVE-OUT | COST |
|-------------------|---------|--------------|----------|------|
| Blinds/Shades | | | | |
| Ceiling | | | | |
| Closet | | | | |
| Fan | | | | |
| Doors | | | | |
| Floor | | | | |
| Light Bulbs | | | | |
| Screens | | | | |
| Walls | | | | |
| Windows | | | | |

| BEDROOM #3 | MOVE-IN | PRE-MOVE-OUT | MOVE-OUT | COST |
|-------------------|---------|--------------|----------|------|
| Blinds/Shades | | | | |
| Ceiling | | | | |
| Closet | | | | |
| Fan | | | | |
| Doors | | | | |
| Floor | | | | |
| Light Bulbs | | | | |
| Screens | | | | |
| Walls | | | | |
| Windows | | | | |

| BACK PORCH | MOVE-IN | PRE-MOVE-OUT | MOVE-OUT | COST |
|-------------------|---------|--------------|----------|------|
| Light Bulbs | | | | |

| GARAGE | MOVE-IN | PRE-MOVE-OUT | MOVE-OUT | COST |
|---------------|---------|--------------|----------|------|
| Ceiling | | | | |
| Floor | | | | |
| Light Bulbs | | | | |
| Walls | | | | |

| MECHANICAL | MOVE-IN | PRE-MOVE-OUT | MOVE-OUT | COST |
|-------------------|---------|--------------|----------|------|
| A/C | | | | |
| Furnace | | | | |
| Smoke Detcr. | | | | |
| Thermostat | | | | |
| Water Heater | | | | |

COMMENTS

| MOVE-IN | TENANTS | | MOVE-OUT |
|----------------|-----------------|------------|-----------------|
| DATE _____ | SIGNATURE _____ | NAME _____ | DATE _____ |
| DATE _____ | SIGNATURE _____ | NAME _____ | DATE _____ |
| DATE _____ | SIGNATURE _____ | NAME _____ | DATE _____ |

| MOVE-IN | PRE-MOVE-OUT | FINAL INSPECTION |
|----------------------------------|----------------------------------|----------------------------------|
| DATE _____ | DATE _____ | DATE _____ |
| AGENT/LANDLORD SIGNATURE _____ | AGENT/LANDLORD SIGNATURE _____ | AGENT/LANDLORD SIGNATURE _____ |
| PHOTO RECORD CREATED? Y N | PHOTO RECORD CREATED? Y N | PHOTO RECORD CREATED? Y N |

TENANT FORWARDING ADDRESS _____
