

**TENANT CHECKLIST**

**Inspection Date** \_\_\_\_\_

Checklist for use by the tenant and owner/manager during move-in and move-out inspections.

	<u>In Good Condition</u>	<u>Needs Repair</u>	<u>Comments</u>
<b>LIVING ROOM</b>			
Doors	_____	_____	_____
Windows	_____	_____	_____
Walls	_____	_____	_____
Floors	_____	_____	_____
Ceiling/Roof	_____	_____	_____
Rug/Carpet	_____	_____	_____
Electrical Installations	_____	_____	_____
Furniture	_____	_____	_____
<b>BEDROOMS</b>			
Doors	_____	_____	_____
Windows	_____	_____	_____
Walls	_____	_____	_____
Floors	_____	_____	_____
Ceiling/Roof	_____	_____	_____
Rug/Carpet	_____	_____	_____
Electrical Installations	_____	_____	_____
Furniture	_____	_____	_____
Closets	_____	_____	_____
<b>KITCHEN</b>			
Doors	_____	_____	_____
Windows	_____	_____	_____
Walls	_____	_____	_____
Floors	_____	_____	_____
Ceiling/Roof	_____	_____	_____
Rug/Carpet	_____	_____	_____
Electrical Installations	_____	_____	_____
Furniture	_____	_____	_____
Cabinets	_____	_____	_____
Range/Oven	_____	_____	_____
Refrigerator	_____	_____	_____
Sink	_____	_____	_____
Plumbing/Pipes	_____	_____	_____
Other Appliances	_____	_____	_____
Rodents/Cockroaches	_____	_____	_____
<b>BATHROOM</b>			
Doors	_____	_____	_____
Windows	_____	_____	_____
Walls	_____	_____	_____
Floors	_____	_____	_____
Ceiling/Roof	_____	_____	_____
Bathtub/Shower	_____	_____	_____
Electrical Installations	_____	_____	_____
Electric Outlets	_____	_____	_____
Sink	_____	_____	_____
Toilet	_____	_____	_____
Plumbing/Pipes	_____	_____	_____

	<u>In Good Condition</u>	<u>Needs Repair</u>	<u>Comments</u>
<b>OTHER</b>			
Halls	_____	_____	_____
Stairs/Steps	_____	_____	_____
Windows	_____	_____	_____
Window Curtains	_____	_____	_____
Screen	_____	_____	_____
Windows/Doors	_____	_____	_____
Paint	_____	_____	_____
Heating Unit	_____	_____	_____
Locks	_____	_____	_____
Outside Balcony/Railing	_____	_____	_____
Safety Locks/Chains	_____	_____	_____
Window locks	_____	_____	_____
Banister	_____	_____	_____
Porch	_____	_____	_____

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**COMMENTS:** \_\_\_\_\_

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 Tenant                                      Date                                      Owner/Manager                                      Date

**TIP:** When your lease has terminated and you are moving out, take photographs of the counters, cabinets, carpets, bathroom fixtures, inside and outside of appliances, etc., for documentation in case any questions or problems arise.