

TEMPLE UNIVERSITY OFF-CAMPUS LIVING

TENANTS' MOVE IN MOVE OUT CHECKLIST

Once you move into an apartment it is a good idea to inspect the unit carefully, preferably with the property owner or manager. While inspecting be sure to make notes of the conditions you find in writing.

Use this form or draw up your own, keep a copy for your records and provide a copy to the landlord. If the inspection is completed by both you and your landlord, each of you should keep a signed and dated copy. The same form should be used at the time of move out.

	GOOD	FAIR	POOR	DETAILS
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OUTSIDE	GOOD	FAIR	POOR	COMMENTS
Lighting				
Front Door / lock				
Back Door / lock				
Doorbell / Intercom				
Mailbox				
Porch / Railings				
Shrubbery				
Cleanliness				
Trash Disposal				
Back Yard				
Gate / Lock				

GENERAL	GOOD	FAIR	POOR	COMMENTS
Cleanliness				
Rodents / Bugs				
Water Pressure				
Water Temp				
Heating System				
Drains				
Water Leaks				
Air Conditioning				
Thermostat				
Smoke Detectors				
Fire Extinguishers				
Windows (locks etc.)				

HALLWAYS	GOOD	FAIR	POOR	COMMENTS
Stairs				
Flooring				
Carpeting				
Walls				
Ceilings				
Lighting				

KITCHEN	GOOD	FAIR	POOR	COMMENTS
Cleanliness				
Sink				
Stove				
Refrigerator				
Garbage Disposal				
Dishwasher				
Counters				
Cabinets				
Outlets				
Lighting Fixtures				
Floor				
Walls				
Ceiling				

BATHROOM	GOOD	FAIR	POOR	COMMENTS
Cleanliness				
Sink				
Vanity				
Toilet (Bowl / Seat)				
Medicine Cabinet				
Mirror				
Racks / Shelves				
Closets				
Shower				
Curtain Rod				
Tub				
Caulking				
Tub Hardware				
Heater				
Door / Lock				
Windows				
Floor				
Walls				
Ceiling				
Outlets				
Lighting Fixtures				

BEDROOM(s)	GOOD	FAIR	POOR	COMMENTS
General Condition				
Windows / Screens				
Shades / Curtains				
Walls				
Flooring				
Carpeting				
Door / Lock				
Ceiling				
Closets / Walk-in's				
Lighting Fixtures				
Outlets				
Furniture				

