

Move-in rental unit checklist

A checklist of the condition of a rental unit prior to a tenancy may help to determine who is responsible for damages, if any, when the tenant moves out. The tenant and landlord should date and sign the checklist when the tenant moves in *and* when the tenant moves out. Sample checklist:

Room or Area	Condition on moving-in date (OK, dirty, damaged)	Condition on moving-out date (OK, dirty, damaged)
Living room	OK	
Bedroom 1	Missing one window screen	
Master bedroom	OK	
Small bathroom	Broken tiles in shower stall No plug in sink	
Large (master) bathroom	Window on the right is painted closed	
Other	Doorbell doesn't work Mail box won't stay closed	

Include every room and every issue in each room. Be sure to include other interior areas such as hall, basement, attic, etc., as well as exterior areas such as yard, garage, patio, fences, outdoor walls, etc.

If the landlord and tenant disagree on an item, note the disagreement and both should initial the item.

If possible, take photos of any item of disagreement. Sign and date the photos and keep them and the checklist with all your rental documents. Keep them in a safe place because they are very important when the tenant moves out.