**LP Rentals**

**Move-In/ Move-Out Checklist**

THIS MOVE-IN/MOVE-OUT CHECKLIST is hereby made a part of the Rental Agreement dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, by and between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the Owner, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the Resident for the premises located at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Apt # \_\_\_\_\_\_\_ .

Move-in Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Move-out Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

This checklist is to be completed by the Owner upon the Resident moving in and moving out of the residence. The Resident is encouraged to be present during inspections.

**The Resident shall have Three (3) days after taking possession in which to amend this checklist to include any further defects in the property which were unnoticed at the time of the Move-In Inspection**. The Resident agrees that failure to notify the Owner/Agent of such further defects in writing within the time specified shall be conclusive proof that there are no further defects and that in fact the Resident has accepted the premises, its furnishings, and appliances in good and satisfactory condition except as noted herein.

Upon vacating the premises, the Resident shall leave the premises in **the same or better condition** as when accepted by the Resident or as they may be put by the Owner/Agent or the Resident, reasonable wear excepted.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **MOVE- IN** |  | **MOVE-OUT** |  |
| **ITEM** | **CONDITION** | **OTHER** | **CONDITION** | **CHARGE** |
| **Keys** |  |  |  |  |
| Mailbox |  |  |  |  |
| Apartment (2) |  |  |  |  |
| **Kitchen**  |  |  |  |  |
| Refrigerator-Clean/Works  |  |  |  |  |
| Crispers & Glass Top |  |  |  |  |
| Light bulb |  |  |  |  |
| Stove- Clean & Working |  |  |  |  |
| Oven Racks #2 |  |  |  |  |
| Broiler Pan #1 |  |  |  |  |
| Disposal- Clean & Working |  |  |  |  |
| Chips or cracks in appliances |  |  |  |  |
| Condition of countertops |  |  |  |  |
| Microwave Clean & Working |  |  |  |  |
| Windows & Sills Clean |  |  |  |  |
| Blinds Clean & Working |  |  |  |  |
| Lights Cleaned out & Working |  |  |  |  |
| Cabinets Cleaned Free of Items |  |  |  |  |
| Tile Floor clean/free of marks |  |  |  |  |
| Baseboards Wiped of Dirt/Marks |  |  |  |  |
| Heater Cleaned & Free of Marks |  |  |  |  |
| Walls clean free of marks |  |  |  |  |
| **Bathroom #1** |  |  |  |  |
| Tile floor clean/free of marks |  |  |  |  |
| Sink clean faucet shinny |  |  |  |  |
| Plumbing working properly |  |  |  |  |
| Caulking clean |  |  |  |  |
| Fan- Clean & Working |  |  |  |  |
| Lights Clean & Working |  |  |  |  |
| Baseboards Wiped of Dirt/Marks |  |  |  |  |
| Toilet Clean (Clean @ Base) |  |  |  |  |
| Door clean free of marks |  |  |  |  |
| **Living Room** |  |  |  |  |
| Carpet Vacuumed/ Free of Stains |  |  |  |  |
| Windows & Sills Clean |  |  |  |  |
| Blinds clean & working |  |  |  |  |
| Heater Clean & Free of Marks |  |  |  |  |
| Light Fixture Clean & Free of bugs |  |  |  |  |
| Smoke Alarms Working |  |  |  |  |
| Thermostat Working |  |  |  |  |
| Walls clean free of marks |  |  |  |  |
| **Closet** |  |  |  |  |
| Free of Any Items |  |  |  |  |
| Carpet Vacuumed/Free of Stains |  |  |  |  |
| Baseboards Wiped of Dirt/Marks |  |  |  |  |
| Light Working |  |  |  |  |
| Shelf Wiped Clean |  |  |  |  |
| Clothes Rack Clean |  |  |  |  |
| Door clean free of marks |  |  |  |  |
| **Entry** |  |  |  |  |
| Tile floor clean free of marks |  |  |  |  |
| Front Door wiped inside/out |  |  |  |  |
| Front Door free of dents |  |  |  |  |
| Outside light working |  |  |  |  |
| **Stairs & Railings** |  |  |  |  |
| Carpet vacuumed |  |  |  |  |
| Railings Clean & Not Loose |  |  |  |  |
| **Bathroom #2** |  |  |  |  |
| Tile floor clean/free of marks |  |  |  |  |
| Sink clean faucet shinny |  |  |  |  |
| Countertop Clean/Free of Marks |  |  |  |  |
| Plumbing working properly |  |  |  |  |
| Caulking clean |  |  |  |  |
| Fan- Clean & Working |  |  |  |  |
| Lights Clean & Working |  |  |  |  |
| Baseboards Wiped of Dirt/Marks |  |  |  |  |
| Heater Clean & Free of Marks |  |  |  |  |
| Tub Clean Free of Scum |  |  |  |  |
| Tile Clean/ Soap Dish Clean |  |  |  |  |
| Tub Faucets Clean & Shinny |  |  |  |  |
| Cabinets wiped clean/free of items |  |  |  |  |
| Toilet clean (Clean @ base) |  |  |  |  |
| Door Clean/free of marks |  |  |  |  |
| Mirror Clean free of marks |  |  |  |  |
| Walls clean free of marks |  |  |  |  |
| Towel racks clean & working |  |  |  |  |
| **Hallway** |  |  |  |  |
| Carpet Vacuumed/Free of stains |  |  |  |  |
| Swap unit Clean/free of dirt |  |  |  |  |
| **Bedroom #1** |  |  |  |  |
| Carpet vacuumed free of stains |  |  |  |  |
| Baseboards Wiped of Dirt/Marks |  |  |  |  |
| Heater Clean & Free of Marks |  |  |  |  |
| Lights Clean free of bugs |  |  |  |  |
| Closets Free of Items/Vacuumed |  |  |  |  |
| Shelves Cleaned free of items |  |  |  |  |
| Clothes Racks Clean/Working |  |  |  |  |
| Closet doors clean/working |  |  |  |  |
| All walls clean/free of marks |  |  |  |  |
| Windows & Sills Clean |  |  |  |  |
| Blinds Clean & Working |  |  |  |  |
| **Bedroom #2** |  |  |  |  |
| Carpet vacuumed free of stains |  |  |  |  |
| Baseboards wiped of dirt/marks |  |  |  |  |
| Heater clean & free of marks |  |  |  |  |
| Lights Clean Free of Bugs |  |  |  |  |
| Closet free of items/vacuumed |  |  |  |  |
| Shelf cleaned free of items |  |  |  |  |
| Clothes rack clean/working |  |  |  |  |
| Closet doors clean/working |  |  |  |  |
| All walls clean free of marks |  |  |  |  |
| Windows & Sills Clean |  |  |  |  |
| Blinds clean & Working |  |  |  |  |
| Other: |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Comments:

SMOKE DETECTORS

The Resident hereby acknowledges that smoke detectors are located on the premises in the following locations and that said smoke detectors are currently operable: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_ Resident Initials

The Resident agrees to maintain said smoke detectors in operable condition at all times. This includes: (1) testing each smoke detector periodically by pushing the test button, (2) if battery operated, replacing the battery or batteries as often as necessary, but at least once per year, and (3) notifying the Owner/Agent immediately of any malfunctioning smoke detector. THE RESIDENT AGREES that the above information is an accurate account of the condition and contents of said premises and acknowledges receiving a copy hereof. The Owner/Agent reserves the right to add additional charges for damages or uncleanness, which may be discovered after the Resident, vacates the premises.

Move-In Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Move-Out Date \_\_\_\_\_\_\_\_\_\_\_\_

Resident \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co Resident \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner/Agent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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FOR OFFICE USE ONLY

Rent due $\_\_\_\_\_\_\_\_ Amount of Deposit $ \_\_\_\_\_\_\_\_\_\_ Late Charges $ \_\_\_\_\_\_\_\_

Less Charges $ \_\_\_\_\_\_ Cleaning & Damage Charges $ \_\_\_\_\_\_\_\_\_\_\_ Other Charges $ \_\_\_\_\_\_\_\_\_\_\_
Total Charges to Resident $ \_\_\_\_\_\_\_\_\_\_ Processor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of Refund $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check # \_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_