

### Sample Move In/Out Checklist

Prior to moving in to the apartment/house, it is a good idea to walk through the premises, preferably with the landlord, noting any defects or damages; be very specific. The list should be signed by the roommates and the landlord and delivered to the landlord no later than five days after occupancy of the premises. When you move out of the apartment/house, send the landlord a copy of the apartment inspection sheet to insure that you receive as much of your security deposit back as is justified and that you're not charged for damages incurred before your occupancy of the premises.

**Sample checklist**

ITEM	Move In Comments	Move Out Comments
<b>LIVING ROOM, DINING &amp; HALLS</b>		
Walls/Ceilings		
Floor/Carpet		
Closets/Doors/Locks		
Lights/Mirrors		
Drapes/Rods/Blinds		
Windows/Tracks/Screens		
Fireplace		
<b>KITCHEN</b>		
Walls/Ceiling/Floor		
Counter Tops/Tile		
Cabinets/Closets		
Oven/Stove		
Hood/Fan/Lights		
Refrigerator		
Dishwasher		
Sink/Faucet/Disposal		
<b>BEDROOMS</b>		
Walls/Ceiling		
Floor/Carpet		
Lights/Mirrors		
Drapes/Rods/Blinds		
Windows/Tracks/Screens		
Closets/Doors/Shelves		
<b>BATHROOMS</b>		
Walls/Ceiling		
Floor		
Cabinets/Mirrors		
Sink		
Tub/Shower		
Tile/Grout		
Lights/Vent Fan		
Toilets		
Windows/Doors		
Towel Bars/Accessories		
<b>WASHER/DRYER</b>		
<b>HEAT/AIR CONDITIONING</b>		
<b>BALCONY/DECK/PATIO</b>		
<b>STORAGE/PARKING AREA</b>		
<b>GARDEN/PLANTS/GRASS</b>		
<b>SMOKE DETECTOR</b>		
<b>NUMBER OF KEYS</b>		

**At Move-In**

**Signed and Agreed by:**

Occupant(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Landlord \_\_\_\_\_

**At Move-Out**

**Signed and Agreed by:**

Occupant(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Landlord \_\_\_\_\_