

MOVE-IN / MOVE-OUT CONDITION CHECKLIST

This is a customizable starting template, not a finished legal document. Replace every [BRACKETED] field with your specifics, delete or adapt any clause that does not fit your situation, and have a licensed attorney in the governing jurisdiction review it before you or anyone else signs. CyberSygn is not a law firm and this template is not legal advice.

This Move-In / Move-Out Condition Checklist (this "**Checklist**") is made as of [DATE] with respect to the residential premises located at [PROPERTY ADDRESS, INCLUDING UNIT], [CITY, STATE, ZIP] (the "**Premises**"), and is attached to and made part of the lease dated [LEASE DATE] (the "**Lease**") between:

[LANDLORD LEGAL NAME] ("**Landlord**"); and

[TENANT LEGAL NAME(S)] ("**Tenant**").

Landlord and Tenant are each a "**Party**" and together the "**Parties**."

Recitals. The Parties wish to create a clear, shared written record of the condition of the Premises at the start of the tenancy and again at its end. This record helps the Parties fairly determine, at move-out, what (if any) damage beyond ordinary wear and tear occurred during the tenancy and what amount of the security deposit may properly be applied to repairs. The Parties intend this Checklist to be the primary reference for that determination. In consideration of the mutual promises in the Lease and below, the Parties agree as follows.

1. Purpose and Use of This Checklist

1.1 Baseline record. The "**Move-In**" columns record the condition of the Premises as of the move-in inspection date. The "**Move-Out**" columns record the condition as of the move-out inspection date.

1.2 Wear and tear. "**Ordinary wear and tear**" means the expected, gradual deterioration of the Premises and its fixtures from normal, reasonable use. Tenant is not responsible for ordinary wear and tear. Tenant is responsible for damage beyond ordinary wear and tear caused by Tenant or Tenant's household, guests, or invitees.

1.3 Evidence. A condition not noted on this Checklist at move-in is presumed to have been in good and undamaged condition at move-in, unless other reliable evidence (such as dated photographs) shows otherwise. The Parties are encouraged to attach dated photographs or video to support entries.

2. Inspection Procedure

2.1 Move-in inspection. The Parties will jointly inspect the Premises on or near the move-in date and complete the Move-In columns. If a Party cannot attend, the attending Party will complete the columns and deliver a copy to the other within [NUMBER] days; the receiving Party may note disagreements in writing within [NUMBER] days.

2.2 Move-out inspection. The Parties will jointly inspect the Premises on or near the move-out date and complete the Move-Out columns. Local law may give Tenant the right to be present at the move-out inspection and to receive advance notice of it; the Parties will follow any such requirement in [STATE / LOCALITY].

2.3 Photographs. Either Party may take dated photographs or video during either inspection. Such media, when shared with the other Party, becomes part of the record.

3. Condition Codes

3.1 **Codes.** Use the following codes in each cell: **G** = good / clean / working; **F** = fair / minor wear; **P** = poor / damaged / needs repair; **N/A** = not present. Add a short note for any **F** or **P** entry.

4. Room-by-Room Condition Record

4.1 General areas.

Item	Move-In	Move-Out	Notes
Walls / paint			
Ceilings			
Floors / carpet			
Doors / locks			
Windows / screens			
Blinds / window coverings			
Lighting / fixtures			
Smoke / CO detectors			
HVAC / thermostat			

4.2 Kitchen.

Item	Move-In	Move-Out	Notes
Refrigerator			
Oven / range			
Dishwasher			
Microwave			
Sink / faucet			
Cabinets / counters			

Garbage disposal

4.3 Bathroom(s).

Item	Move-In	Move-Out	Notes
------	---------	----------	-------

Toilet

Sink / vanity

Tub / shower

Tile / grout

Exhaust fan

Mirror / fixtures

4.4 Bedroom(s) and other rooms.

Item	Move-In	Move-Out	Notes
------	---------	----------	-------

Bedroom 1

Bedroom 2

Living / dining

Closets / storage

Other: **[ROOM]**

4.5 Exterior, parking, and keys.

Item	Move-In	Move-Out	Notes
------	---------	----------	-------

Entry / porch

Yard / landscaping

Garage / parking

Keys / remotes issued

5. Keys, Fobs, and Access Devices

5.1 **Items issued.** At move-in, Landlord issued to Tenant the following access items: **[NUMBER]** door keys, **[NUMBER]** mailbox keys, **[NUMBER]** garage remotes, **[NUMBER]** access fobs, and **[OTHER]**.

5.2 **Return.** Tenant will return all access items at move-out. Tenant is responsible for the reasonable cost of replacing or re-keying for any items not returned, subject to applicable law.

6. Tenant Comments and Pre-Existing Conditions

6.1 **Tenant notes.** Tenant may describe any additional pre-existing conditions or disagreements here: **[TENANT COMMENTS]**.

6.2 **Effect.** Conditions noted under this Section at move-in are treated as pre-existing and are not chargeable to Tenant at move-out.

7. Acknowledgment and Effect on Deposit

7.1 **Move-in acknowledgment.** By signing the Move-In block, the Parties agree the Move-In columns accurately describe the condition of the Premises at the start of the tenancy.

7.2 **Move-out acknowledgment.** By signing the Move-Out block, the Parties agree the Move-Out columns accurately describe the condition of the Premises at the end of the tenancy. Signing the Move-Out block does not by itself waive either Party's rights regarding the security deposit.

7.3 **Security deposit.** Any deduction from Tenant's security deposit must comply with the Lease and with applicable security-deposit law in **[STATE / LOCALITY]**, including any requirements for itemized written statements and deadlines for returning the deposit. This Checklist is evidence of condition but does not override those legal requirements.

7.4 **Counterparts and electronic signature.** This Checklist may be signed in counterparts and by electronic signature, each of which is an original and all of which together form one document.

MOVE-IN ACKNOWLEDGMENT.

LANDLORD

TENANT

Signature: _____

Signature: _____

Printed name: **[NAME]**

Printed name: **[NAME]**

Title: **[TITLE OR N/A]**

Title: **[TITLE OR N/A]**

Date: _____

Date: _____

MOVE-OUT ACKNOWLEDGMENT.

LANDLORD**TENANT**

Signature: _____

Signature: _____

Printed name: **[NAME]**Printed name: **[NAME]**Title: **[TITLE OR N/A]**Title: **[TITLE OR N/A]**

Date: _____

Date: _____

Template provided by CyberSygn. Not legal advice. CyberSygn is not a law firm. Consult a licensed attorney in your jurisdiction before relying on this document.