



## Move-in/ Move-out Inspection Checklist

Tenant(s) Name:

Property Address:

Area/Item	Condition		Est. Repair Cost
	Move-In	Move-Out	
<b>KITCHEN</b>			
Floors & Floor coverings			
Walls & Ceilings			
Windows, Locks & Screens			
Doors, Knobs & Locks			
Light Fixtures & Light Bulbs			
Cabinets, Cupboard Shelves & Drawers			
Countertops			
Sinks, Stoppers, Faucets, Drains & Plumbing			
Dishwasher			
Garbage Disposal			
Trash Compactor			
<b>STOVE &amp; OVEN</b>			
Outside			
Burners			
Drip Pans			
Hood Vent			
Timer & Controls			
Broiler Pan			
Lighting			
<b>REFRIGERATOR</b>			
Outside			
Inside			
<b>LAUNDRY FACILITY</b>			
Washer			
Dryer			
Door, Knobs, Closet & Shelves			
<b>DINING ROOM</b>			
Floors & Floor Coverings			
Walls & ceilings			
Windows, Locks & Screens			
Window Coverings			
Doors & Locks			
Light Fixtures & Light Bulbs			
Closet & Shelves			
<b>FLEX/OTHER ROOM</b>			
Floors & Floor Coverings			
Walls & ceilings			
Windows, Locks & Screens			
Window Coverings			
Doors, Knobs & Locks			
Light Fixtures & Light Bulbs			
Closet & Shelves			

<b>HALLWAY &amp; STAIRS</b>			
Floors & Floor Coverings			
Walls & ceilings			
Windows, Locks & Screens			
Window Coverings			
Doors & Locks			
Light Fixtures & Light Bulbs			
Closet & Shelves			
<b>STORAGE ROOM</b>			
Exterior			
Interior Attic			
Basement			
<b>BATHROOMS</b>			
Floors & Floor Coverings			
Walls & Ceilings			
Tile & Grout			
Windows, Locks & Screens			
Doors, Knobs & Locks			
Window Coverings			
Light Fixtures & Light Bulbs			
Exhaust Fan & Heater			
Closet & Shelves			
Countertops			
Sinks, Stoppers, Faucets, Drains & Plumbing			
Shower Caulking, Faucets& Drains			
Shower Walls & Track			
Towel Racks			
Toilet Paper Holder			
Toilet Seat & Bowl			
<b>BEDROOM #1</b>			
Floors & Floor Coverings			
Walls & ceilings			
Windows, Locks & Screens			
Window Coverings			
Doors, Knobs & Locks			
Light Fixtures & Light Bulbs			
Closet & Shelves			
<b>BEDROOM #2</b>			
Floors & Floor Coverings			
Walls & ceilings			
Windows, Locks & Screens			
Window Coverings			
Doors, Knobs & Locks			
Light Fixtures & Light Bulbs			
Closet & Shelves			
<b>BEDROOM #3</b>			
Floors & Floor Coverings			
Walls & ceilings			
Windows, Locks & Screens			
Window Coverings			
Doors, Knobs & Locks			
Light Fixtures & Light Bulbs			

Closet & Shelves			
<b>FRONT ENTRYWAY</b>			
Doorbell			
Floors & Floor Coverings			
Walls & ceilings			
Windows, Locks & Screens			
Window Coverings			
Doors & Locks			
Light Fixtures & Light Bulbs			
Closet & Shelves			
<b>BACK/SIDE ENTRYWAY</b>			
Floors & Floor Coverings			
Walls & ceilings			
Windows, Locks & Screens			
Window Coverings			
Doors & Locks			
Light Fixtures & Light Bulbs			
Closet & Shelves			
<b>GROUNDS</b>			
Lawn, Trees & Shrubs			
Flower Beds & Garden			
Walkways			
Driveway			
Parking Area			
Patio/Deck			
<b>GARAGE/ CARPORT</b>			
Floor			
Doors & Locks			
Light Fixtures & Light Bulbs			
Cabinets & Shelving			
Countertops			
<b>NOTES:</b>			

**Move-IN Inspection Checklist completion:**

Printed Name (TENANT)	Signature (TENANT)	DATE
-----------------------	--------------------	------

Printed name (OTB Investments Representative )	Signature (OTB Investments Representative)	DATE
--	--	------

**Move-OUT Inspection Checklist completion:**

Printed Name (TENANT)	Signature (TENANT)	DATE
-----------------------	--------------------	------

Printed name (OTB Investments Representative)	Signature (OTB Investments Representative)	DATE
---	--	------

