

# Tenant move-in inspection checklist

Use before furniture and boxes cover the original condition. Connect room context, detail photos, notes, and delivery records.

|                                  |                              |
|----------------------------------|------------------------------|
| <b>Property address</b><br>_____ | <b>Unit</b><br>_____         |
| <b>Tenant / renter</b><br>_____  | <b>Move-in date</b><br>_____ |

## Before boxes arrive

| Done                     | Inspection item                                                               | Notes / photo numbers |
|--------------------------|-------------------------------------------------------------------------------|-----------------------|
| <input type="checkbox"/> | Read the lease, inspection instructions, form, deadline, and delivery method. |                       |
| <input type="checkbox"/> | Walk through while the apartment is empty, well lit, and safe to enter.       |                       |
| <input type="checkbox"/> | Use stable room names that can be repeated at move-out.                       |                       |
| <input type="checkbox"/> | Separate urgent repair or safety requests from ordinary documentation.        |                       |

## Room-by-room capture

| Done                     | Inspection item                                                                                   | Notes / photo numbers |
|--------------------------|---------------------------------------------------------------------------------------------------|-----------------------|
| <input type="checkbox"/> | Entry: photograph both sides of the door, frame, locks, keys, fobs, and access items.             |                       |
| <input type="checkbox"/> | Living and bedrooms: capture each wall, floor, ceiling, window, door, closet, and fixture.        |                       |
| <input type="checkbox"/> | Kitchen: record cabinets, counters, sink, plumbing, appliance interiors, controls, and floors.    |                       |
| <input type="checkbox"/> | Bathroom: record tub or shower, caulk, grout, toilet, sink, vanity, mirror, fan, and floor.       |                       |
| <input type="checkbox"/> | Laundry and utilities: record supplied equipment, hoses, connections, vents, and nearby surfaces. |                       |
| <input type="checkbox"/> | Exterior and storage: record balcony, patio, parking, storage, mailbox, and supplied items.       |                       |

## Describe and preserve

| Done                     | Inspection item                                                                 | Notes / photo numbers |
|--------------------------|---------------------------------------------------------------------------------|-----------------------|
| <input type="checkbox"/> | Write room, object, exact location, visible condition, and approximate extent.  |                       |
| <input type="checkbox"/> | Avoid guessing at cause, fault, code compliance, or legal effect.               |                       |
| <input type="checkbox"/> | Reference photo numbers in the written record and keep original files.          |                       |
| <input type="checkbox"/> | Save the completed landlord form, report, delivery confirmation, and any reply. |                       |

Keep any landlord-required form, written notices, and proof of delivery with this checklist. This general tool does not replace a lease instruction or local requirement.