**Property Checklist**

### Specify the conditions of each of the listed items. *For example: Windows/Screens: Broken glass, in bad condition. Ceiling: Has black stains.* Take pictures of the items you have listed below during move-in.

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Apartment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Move-in date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Move-out date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Move-In Condition Move-Out Condition
Exterior of building and yards**

* Building exterior appears to be clean and well maintained
* All doors, stairs and fire escapes are unobstructed and in good and working condition
* Property around the building is clean and well maintained
* Porches/patio/balcony are free of furniture designed for interior use
* Garbage containers with lids provided (totes if required)
* Fluids for snow blower, lawn equipment, etc. are not stored in building

### Living room, common areas

* All interior walls and ceilings are in good condition (no sign of leaks or mold)
* The walls are sufficiently soundproof
* Electric outlets have covers and are in good and working condition (GFCI preferred)
* All wall electrical switches work easily and light fixtures work properly

 **Move-In Condition: Move-Out Condition:**

* Hallways and common areas are illuminated
* Smoke detectors are in each hallway leading to bedrooms and are in good and working condition
* Windows operate easily
* All exit routes are clear, doors work freely
* Exit doors free of locking devices that may interfere with exiting (no keys required to exit)
* Carbon Monoxide detector present in apartment
* No leftover couches or chairs unless the apartment is being rented furnished

### Kitchen

* All interior walls, ceiling and floor are in good condition (no sign of leaks or mold)
* Electric outlets have covers and are in good and working condition (GFCI preferred)
* All wall electrical switches work easily and light fixtures work properly
* Do appliances provided appear to be clean and in good and working condition?
* Are the appliances’ electrical cords in good condition?
* Kitchen exhaust and kitchen surfaces are free of grease
* Hot and cold water turns on and off without leaks
* Sink drains ok (not really slowly, with no leaks underneath the sink)
* Windows operate easily
* Exit route is clear, doors work freely
* Fire extinguisher available
* Cabinets are clean

### Utilities & Housekeeping

 **Move-In Condition: Move-Out Condition:**

* There are enough phone/cable jacks in the residence’s rooms
* There is enough storage
* All circuits marked on electrical panel (breaker & fuses)
* Basement is not cluttered with combustible debris
* Oil/gas burners have an identified emergency shut off switch
* Laundry rooms (if provided) are neat, clean and free of lint
* The basement is dry and free of standing water and mold
* A 3 foot clearance is maintained around furnace, boiler and hot water tank
* Do all of the rooms have heat?
* You have identified your mailbox
* Bike storage
* No temporary wiring
* No wiring under rugs or passing through doorways
* Location of sump pump
* Location of fuse box
* Location of water softener

### Bathroom(s)

* Interior walls, ceiling and floor are in good condition (no sign of leaks or mold)
* Electric outlets have covers and are in good and working condition (GFCI preferred)
* All wall electrical switches work easily and light fixtures work properly
* Hot and cold water turns on and off without leaks from sink
* Hot and cold water turns on and off without leaks from tub or shower

 **Move-In Condition: Move-Out Condition:**

* Good water pressure
* The window operates easily or there is an exhaust vent fan (exhausted to exterior)
* Toilet flushes completely and does not leak
* Tub and sink drains ok, (not really slowly or clogged)
* Towel bars are well anchored

### Bedrooms

* Interior walls, ceiling and floor are in good condition (no sign of leaks or mold)
* Electric outlets have covers and are in good and working condition (GFCI preferred)
* All wall electrical switches work easily and light fixtures work properly
* Smoke detector is present in bedroom and tests ok (be sure to press button to test)
* Window (1 required) operates easily, glass not broken, screens provided
* Door works freely, latches and locks (no keys required to exit)
* Closets are clean and empty of materials/boxes, etc.

Signatures at move-in:

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Landlord Date Tenant Date

Signatures at move-out:

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Landlord Date Tenant Date