

MOVE-IN DOCUMENTATION CHECKLIST

Before you start

- Confirm date & time on your phone
- Charge phone / bring flashlight
- Get keys & written possession date
- Bring a copy of your lease

Every room

- Wide shot from each corner
- Floors: stains, scratches, gaps
- Walls & ceiling: holes, marks, water stains
- Windows: glass, locks, screens, sills
- Doors: surfaces, locks, hinges
- Outlets, switches & light fixtures work

Kitchen

- Inside/outside of all appliances
- Under the sink: leaks, water damage
- Countertops & cabinet doors
- Range hood & filters
- Run faucet: pressure & drainage

Bathroom(s)

- Tub/shower: grout, caulk, chips
- Toilet: base seal, flush, tank
- Under-sink plumbing & vanity
- Exhaust fan works
- Tiles & flooring condition

Bedrooms & living areas

- Closet doors, rods & shelving
- Carpet: stains, burns, odor
- Blinds & window coverings
- Smoke / CO detectors present & working

Exterior & shared (if applicable)

- Balcony / patio surfaces
- Mailbox & entry door
- Parking spot / garage condition
- Water heater & HVAC area

Finish strong

- Photograph meter readings
- Photograph existing damage close-up AND in context
- Note anything not working in writing to landlord
- Keep copies off your camera roll (see below)