

Move In Date: _____

MOVE IN & MOVE OUT CHECKLIST



Property Address: _____

Tenant Names: _____

Phone Number _____
Phone Number _____
Phone Number _____

<u>Kitchen:</u>	Clean	Working	FOR KEVCO USE:
Range/Oven	Y / N	Y / N	
Refrigerator	Y / N	Y / N	
Countertop	Y / N		
Floor	Y / N		
Light fixtures	Y / N	Y / N	
Dishwasher	Y / N	Y / N	
Faucet/Sink	Y / N	Y / N	
Cabinets	Y / N		
Screens/Windows	Y / N	Y / N	
Doors	Y / N	Y / N	
Color of wall paint			
Other _____			
<u>Living Room</u>	Clean	Working	FOR KEVCO USE:
Floor	Y / N		
Light fixtures	Y / N	Y / N	
Window coverings	Y / N	Y / N	
Screens/Windows	Y / N	Y / N	
Doors	Y / N	Y / N	
Color of wall paint			
Other _____			
<u>Dining Room</u>	Clean	Working	FOR KEVCO USE:
Floor	Y / N		
Light fixtures	Y / N	Y / N	
Window coverings	Y / N	Y / N	
Screens/Windows	Y / N	Y / N	
Doors	Y / N	Y / N	
Color of wall paint			
Other _____			
<u>Family Room</u>	Clean	Working	FOR KEVCO USE:
Floor	Y / N		
Light fixtures	Y / N	Y / N	
Window coverings	Y / N	Y / N	
Screens/Windows	Y / N	Y / N	
Doors	Y / N	Y / N	
Color of wall paint			
Other _____			

Bedroom # 1 Located:	<input type="text" value="upstairs / downstairs / main level... North / South / East / West"/>	Clean	Working	FOR KEVCO USE:
Floor		Y / N		
Light fixtures		Y/N	Y/N	
Window coverings		Y/N	Y/N	
Screens/Windows		Y/N	Y/N	
Doors		Y/N	Y/N	
Color of wall paint				
Other				
Bedroom # 2 Located:	<input type="text" value="upstairs / downstairs / main level... North / South / East / West"/>	Clean	Working	FOR KEVCO USE:
Floor		Y / N		
Light fixtures		Y/N	Y/N	
Window coverings		Y/N	Y/N	
Screens/Windows		Y/N	Y/N	
Doors		Y/N	Y/N	
Color of wall paint				
Other				
Bedroom # 3 Located:	<input type="text" value="upstairs / downstairs / main level... North / South / East / West"/>	Clean	Working	FOR KEVCO USE:
Floor		Y / N		
Light fixtures		Y/N	Y/N	
Window coverings		Y/N	Y/N	
Screens/Windows		Y/N	Y/N	
Doors		Y/N	Y/N	
Color of wall paint				
Other				
Bedroom # 4 Located:	<input type="text" value="upstairs / downstairs / main level... North / South / East / West"/>	Clean	Working	FOR KEVCO USE:
Floor		Y / N		
Light fixtures		Y/N	Y/N	
Window coverings		Y/N	Y/N	
Screens/Windows		Y/N	Y/N	
Doors		Y/N	Y/N	
Color of wall paint				
Other				
Study/Office Located:	<input type="text" value="upstairs / downstairs / main level... North / South / East / West"/>	Clean	Working	FOR KEVCO USE:
Floor		Y / N		
Light fixtures		Y/N	Y/N	
Window coverings		Y/N	Y/N	
Screens/Windows		Y/N	Y/N	
Doors		Y/N	Y/N	
Color of wall paint				
Other				

Bathroom #1 Located:	<input type="text" value="upstairs / downstairs / main level... North / South / East / West"/>	Clean	Working	FOR KEVCO USE:
Floor		Y / N		
Sinks		Y/N	Y/N	
Toilet		Y/N	Y/N	
Shower		Y/N	Y/N	
Tub		Y/N	Y/N	
Color of wall paint				
Other				
Bathroom #2 Located:	<input type="text" value="upstairs / downstairs / main level... North / South / East / West"/>	Clean	Working	FOR KEVCO USE:
Floor		Y / N		
Sinks		Y/N	Y/N	
Toilet		Y/N	Y/N	
Shower		Y/N	Y/N	
Tub		Y/N	Y/N	
Color of wall paint				
Other				
Bathroom #3 Located:	<input type="text" value="upstairs / downstairs / main level... North / South / East / West"/>	Clean	Working	FOR KEVCO USE:
Floor		Y / N		
Sinks		Y/N	Y/N	
Toilet		Y/N	Y/N	
Shower		Y/N	Y/N	
Tub		Y/N	Y/N	
Color of wall paint				
Other				

Do any bedroom doors require a key to open it?

Are closet doors installed in bedrooms? If not, are they stored at the property & do you want them re-installed or to remain stored?

Overall condition of outside and yard:

I/we have reviewed the current condition of the property and report it to be in the above condition.
I/We agree to vacate the property in a condition of equal to or better then we are taking possession.
I/We understand that our deposit may be at risk if we fail to maintain the property

Signature		Date
Tenant	_____	_____
Tenant	_____	_____
Tenant	_____	_____

Manager/Agent

Manager's Notes: