LEVERAGE REALTY LLC

Rental Move In and Move Out Checklist

Complete the same checklist at possession and again when the rental is returned. Record existing conditions, changes, and matching photo IDs. Give each party a completed copy.

Property address: _____

City / State / ZIP: _____ Unit: _____

Tenant names: _____

Landlord / manager: _____ Contact: _____

Move-in date / time: _____ Move-out date / time: _____

Inspection attendees: _____

Condition codes: G = Good C = Cleaning needed R = Repair / damage M = Missing
NA = Not applicable NT = Not tested. Enter a code in each In and Out column.

Describe all defects, including stains, odors, holes, leaks and missing items. Use dated photos and close-ups; keep originals. Do not leave blank cells. Test only when safe and utilities are on.

General Interior and Kitchen

Item or area	In	Out	Condition notes and photo ID
Entry doors / locks / doorbell			
Walls / ceilings / trim			
Floors / carpet / stairs			
Windows / screens / blinds			
Lights / switches / outlets			
Kitchen cabinets / drawers			
Counters / backsplash			
Sink / faucet / disposal / leaks			
Range / oven / hood			
Refrigerator / freezer			
Dishwasher / other appliances			

Appliance details / additional notes: _____
_____

Bedrooms Living Areas and Bathrooms

Property / unit: _____ Tenant initials: In _____ Out _____

Use one page per bedroom and bathroom. Duplicate for additional rooms as needed.

Living / dining / other room: _____

Item or area	In	Out	Condition notes and photo ID
Walls / ceilings / doors			
Flooring / closets / shelving			
Windows / screens / coverings			
Lights / fan / visible outlets			

Bedroom name or number: _____

Item or area	In	Out	Condition notes and photo ID
Walls / ceilings / doors			
Flooring / closets / shelving			
Windows / screens / coverings			
Lights / fan / visible outlets			

Bathroom name or number: _____

Item or area	In	Out	Condition notes and photo ID
Toilet / flush / leaks			
Sink / faucet / vanity / drain			
Tub / shower / tile / caulk			
Vent fan / mirror / accessories			
Floor / walls / ceiling / doors			

Identify room and issue / photo ID: _____

_____

_____

Systems Laundry and Exterior

Property / unit: _____ Tenant initials: In _____ Out _____

Safety and Mechanical Systems

Item or area	In	Out	Condition notes and photo ID
Smoke alarms / locations			
CO alarms / locations if present			
Heating / cooling / thermostat			
HVAC filter size / condition			
Water heater / visible leaks			
Plumbing / water pressure			
Visible electrical concerns			
Pests / moisture / odors			

Alarm test dates and results: _____

Laundry Exterior and Other Areas

Item or area	In	Out	Condition notes and photo ID
Washer / dryer / connections			
Dryer vent visible condition			
Garage / opener / remotes			
Driveway / walkways / parking			
Porch / deck / railings / steps			
Yard / landscaping / fence			
Exterior doors / lights / locks			
Storage / shed / mailbox			
Other: _____			

Only inspect accessible areas. Record concerns and arrange qualified service as needed.
Do not open electrical panels or enter unsafe spaces.

Additional notes / photo IDs: _____
_____

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Handoff Records and Acknowledgment

Property / unit: _____ Tenant initials: In _____ Out _____

Keys Utilities and Possession

Record quantities at both handoffs. Do not record security codes on this form.

Item or area	In	Out	Condition notes and photo ID
House / unit keys			
Mailbox / other keys			
Garage remotes / access devices			

Meter readings (if accessible): Move in Move out

Electric: _____ _____ _____

Water: _____ _____ _____

Gas: _____ _____ _____

Move-out forwarding address: _____

Tenant email / phone: _____

Move Out Completion

[ ] Personal belongings removed [ ] Trash removed [ ] Rooms and appliances cleaned

[ ] Lease-required yard care completed [ ] Keys and access devices returned

[ ] Utility transfer / service dates coordinated [ ] Final photos retained

[ ] Final walk-through completed [ ] Remaining issues listed below

Issues and Follow Up

Item or area	In	Out	Condition notes and photo ID
1. Area / issue / photo ID:			
2. Area / issue / photo ID:			
3. Area / issue / photo ID:			

Responsible contact / agreed next step / target date: _____

_____

Inspection Acknowledgment

Signatures acknowledge participation and receipt of this condition record. Note disagreements or untested items above. Signing does not establish charges or waive rights. Any charges or deposit accounting are handled separately under the lease and applicable law.

MOVE IN

Tenant signature(s): _____ Date: _____

Landlord / representative: _____ Date: _____

MOVE OUT

Tenant signature(s): _____ Date: _____

Landlord / representative: _____ Date: _____

Copy provided to: _____ Date: _____ Attachments: _____