

Move-Out Checklist

Please complete the form below with your information.

1. Tenant & Property

Identify the tenant, property, and move-out date.

Move-Out Date *

Tenant Name *

Tenant Phone

Tenant Email

Property Address *

Unit / Apartment

2. Property Condition

Record the condition of rooms, fixtures, and systems at move-out.

Living Areas

Bedrooms

Bathrooms

Kitchen

Appliances

Flooring

Walls / Ceilings

Windows / Screens

Doors / Locks

Lighting / Fixtures

Electrical

Plumbing

Heating / Cooling

Cleanliness

3. Keys & Utilities

Record returned access devices, utilities, and final readings.

Keys / Access Devices Returned

Utilities / Services Final Status

Final Electric Meter Reading

Final Water Meter Reading

Final Gas Meter Reading

4. Forwarding & Deposit

Record cleaning, damage, forwarding, and deposit information.

Cleaning / Damage Notes

Forwarding Address

Security Deposit / Refund Notes

5. Signatures

Record acknowledgment by the tenant and property representative.

Tenant Name / Signature *

Landlord / Property Manager Name / Signature *