

Move-In Checklist

Please complete the form below with your information.

1. Tenant & Property

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

Move-In Date *

Tenant Name *

Tenant Phone

Tenant Email

Property Address *

Unit / Apartment

2. Access & Entry

Record keys and entry condition.

Keys / Access Devices

Entry Doors / Locks

3. Property Condition

Record the condition of rooms, fixtures, and systems.

Living Areas

Bedrooms

Bathrooms

Kitchen

Appliances**Flooring****Walls / Ceilings****Windows / Screens****Lighting / Fixtures****Electrical****Plumbing****Heating / Cooling****Smoke / CO Detectors****Cleanliness**

4. Utilities & Meter Readings

Record utilities and meter readings at move-in.

Electric Meter Reading**Water Meter Reading****Gas Meter Reading****Utilities / Services**

5. Notes & Signatures

Document existing conditions, comments, and signatures.

Condition Notes / Existing Damage

Tenant Comments

Tenant Name / Signature *

Landlord / Property Manager Name / Signature *