Move-In / Move-Out Condition Report

From the Chimi Rental playbook (chimirental.com/playbook). This is a starting point that we use for our own rentals, shared as-is and without warranty. It is not legal advice. Adapt it to your state, city and situation, and have a local attorney review anything that affects someone's tenancy or money.

Property: _____ Unit: _____

Tenant(s): _____

Move-in date: _____ Move-out date: _____

Condition codes: **N** = new · **G** = good · **F** = fair (normal wear) · **P** = poor / damaged · **M** = missing

For each item, write a code and describe any damage (where, how big, what kind). Take a dated photo of anything not N or G.

Entry / living room

Item	Move-in	Move-out
Front door, lock, doorbell		
Walls and ceiling		
Floor / carpet		
Windows, screens, locks		
Blinds / window coverings		
Light fixtures, switches, outlets		
Ceiling fan		
Smoke detector		

Kitchen

Item	Move-in	Move-out
Walls and ceiling		
Floor		
Cabinets and drawers		
Countertops		
Sink, faucet, disposal		
Stove / oven / range hood		
Refrigerator / freezer		
Dishwasher		
Microwave		
Lights, switches, outlets		

Bedroom ____ (copy this table for each bedroom)

Item	Move-in	Move-out
Door and lock		
Walls and ceiling		
Floor / carpet		
Closet doors, shelves		
Windows, screens, blinds		
Lights, fan, switches, outlets		
Smoke detector		

Bathroom ____ (copy this table for each bathroom)

Item	Move-in	Move-out
Walls and ceiling		
Floor		
Sink, faucet, vanity		
Mirror, medicine cabinet		
Toilet		
Tub / shower, doors, caulk		
Exhaust fan		
Towel bars, fixtures		

Laundry, garage and systems

Item	Move-in	Move-out
Washer / dryer (if supplied)		
Water heater		
HVAC / thermostat / filter		
Garage door and remotes		
Electrical panel		
CO detector		

Outside

Item	Move-in	Move-out
Front yard / landscaping		
Back yard / patio		
Fence and gates		
Irrigation		
Exterior lights		
Trash bins		

Keys and items returned

Item	Number given at move-in	Number returned at move-out
Door keys		
Garage remotes		
Mailbox keys		
Gate / pool keys		
Other:		

Signatures

Move-in. We inspected the home together. This report accurately describes its condition. The tenant may add items in writing within ____ days.

Tenant: _____ Date: _____ Landlord/Agent: _____ Date: _____

The tenant has been told they may be present at the move-out inspection.

Move-out. Tenant comments: _____

Tenant: _____ Date: _____ Landlord/Agent: _____ Date: _____

Forwarding address for the deposit statement:
_____