

The Ultimate Move-In Checklist for Landlords

Room-by-Room Inspection

- ☐ Ensure all windows and doors open, close, and lock properly.
- ☐ Test all light fixtures and ensure bulbs are functioning.
- ☐ Plug in a device to test electrical outlets for functionality.
- ☐ Open and close all cabinets and drawers to check for functionality.
- ☐ Look for signs of pests, such as droppings or damage.
- ☐ Verify that ventilation and air conditioning are working.

Condition of Appliances and Fixtures

- ☐ Test all major appliances (e.g., stove, oven, refrigerator, microwave, dishwasher).
- ☐ Ensure all plumbing fixtures, including sinks and bathtubs, are in good condition.
- ☐ Confirm that the garbage disposal is functioning properly (if applicable).

- ☐ Test exhaust fans in kitchens and bathrooms for proper ventilation.
- ☐ Check the condition and functionality of light switches and dimmers.
- ☐ Inspect any additional appliances like washers, dryers, or built-in coffee makers for proper operation.

Walls, Floors, and Ceilings

- ☐ Inspect walls for cracks, holes, stains, or any visible damage.
- ☐ Check floors for scratches, dents, stains, or damage to carpets, tiles, or hardwood.
- ☐ Examine ceilings for water stains, cracks, or signs of mold.
- ☐ Ensure that all paint is intact and free from chipping or peeling.
- ☐ Look for any loose or damaged trim around doors, windows, or floors.
- ☐ Inspect corners and edges for any signs of wear or damage.

Documentation and Photos

- ☐ Take clear photos of each room, including walls, floors, and ceilings, to document the property's condition.
- ☐ Capture close-up images of any damage or wear (e.g., scratches, stains, cracks).
- ☐ Note specific areas that may require repairs or attention, including any pre-existing issues.

- ☐ Create a detailed list of items that need maintenance or replacement.
- ☐ Organize all photos and notes in a folder for easy reference.
- ☐ Ensure both landlord and tenant have access to the documented photos and notes.

Security Features Check

- ☐ Test all door and window locks to ensure they are secure and functional.
- ☐ Verify that smoke detectors are in working order and replace batteries if necessary.
- ☐ Ensure carbon monoxide detectors are installed and operational.
- ☐ Check that security alarm systems (if applicable) are functional and accessible.
- ☐ Inspect outdoor lighting to ensure proper illumination around entryways.
- ☐ Confirm that peepholes or security cameras (if provided) are in place and functioning.

Utilities and HVAC Systems

- ☐ Verify that all water faucets are functioning properly, with good water pressure.
- ☐ Ensure the water heater is providing hot water and is free from leaks.
- ☐ Confirm the gas appliances (e.g., stove, water heater) are operational.

- ☐ Test the thermostat to ensure it controls the heating and cooling systems correctly.
- ☐ Inspect HVAC air filters and replace them if necessary to ensure proper airflow
- ☐ Ensure all ventilation ducts are unobstructed and functioning.

Pest Control Inspection

- ☐ Look for signs of rodents, such as droppings or chewed materials.
- ☐ Inspect for visible signs of insects (e.g., ants, cockroaches) in common areas
- ☐ Check for termite damage, such as hollowed wood or mud tubes.
- ☐ Inspect cracks, crevices, and door/window seals where pests might enter.
- ☐ Confirm that all pest control measures (e.g., traps, treatments) are in place.
- ☐ Look for evidence of previous pest control treatments or infestations.

Exterior Condition

- ☐ Inspect the roof for missing shingles, leaks, or visible damage.
- ☐ Check the foundation for cracks, settling, or other structural issues.
- ☐ Examine exterior walls for signs of damage, cracks, or mold.
- ☐ Inspect windows and doors for any damage or difficulty in opening and closing.

- ☐ Ensure gutters and downspouts are clean and functioning properly.
- ☐ Look for any hazards such as uneven sidewalks, loose steps, or damaged fencing.

Tenant and Landlord Signatures

- ☐ Ensure that both the landlord and tenant sign the lease agreement in the designated areas.
- ☐ Verify that signatures are dated correctly.
- ☐ Provide a copy of the signed lease agreement to both the landlord and tenant for their records.
- ☐ Confirm that both parties understand their rights and responsibilities outlined in the lease.
- ☐ Ensure that both parties sign any necessary addendums or special agreements related to the lease.
- ☐ Confirm that the tenant has provided all necessary identification or documents required before signing.

Cleaning and Maintenance

- ☐ Deep clean the kitchen, including wiping down cabinets and countertops.
- ☐ Sanitize all bathroom fixtures, including mirrors, sinks, and faucets.
- ☐ Clean and disinfect high-touch surfaces like light switches, doorknobs, and handles.

- ☐ Ensure that all air conditioning and heating vents are free from dust.
- ☐ Inspect and clean any exterior areas like patios or balconies.
- ☐ Check for any clogged drains or issues with the plumbing and address them.