

Move-in and move-out condition checklist

CHECKLIST TEMPLATE

Check this template against your local regulations and your own policies before you use it.

Business _____ Location _____ Date _____

Condition report

At move-in, and again at move-out, on a separate copy

TASK	NOTES	INITIALS
Keys and meters		
☐ Record every key, remote and access card handed over or returned		
☐ Record the electricity, gas and water meter readings		
Entry and living areas		
☐ Walls and ceilings are clean, with no marks, holes or damage		
☐ Floors and carpets are clean, with no stains, burns or damage		
☐ Doors, locks, windows and screens work and are undamaged		
☐ Lights, switches, power points and window coverings work		
Kitchen		
☐ Stove, oven, range hood and dishwasher are clean and working		
☐ Benches, cupboards and sink are clean and undamaged		
Bathrooms and laundry		
☐ Toilet, shower, bath and basin are clean, working and not leaking		
☐ Tiles, grout and seals are clean, with no mold or damage		
☐ Exhaust fans, taps and laundry tub work		
Bedrooms		
☐ Walls, floors and closets are clean and undamaged		
☐ Windows open, close and lock, and their coverings work		
Outside		
☐ Gardens, lawns and paths are in the agreed condition		
☐ Garage, sheds and parking area are clean and undamaged		
☐ Bins are present and empty		
Safety		
☐ Smoke alarms are fitted and working		
☐ Pool fencing and gates, if any, are secure		
Sign-off		
☐ Take dated photos of each room and any damage, and keep them with this report		
☐ Give the tenant a copy and the time your local law allows to add comments		
☐ Both the tenant and the landlord or agent sign and date the report		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____