



Move-In Inspection Form

It's important to inspect your unit when you move in so that you cannot be held accountable for damage that is already there. By inspecting the apartment when you first move in, you can also identify any problems that you would like your landlord to fix.

Examine everything in the list below, write down all the problems you see, and take pictures of any pre-existing damage. If possible, have the landlord or property manager inspect the unit with you and initial the items he or she agrees to fix. You should both then sign the completed form and keep a copy. Store your copy (and any photos taken) in a safe place so that you have proof of any pre-existing damage when you are ready to move out. If you have a support worker assisting you, you may also want to provide a copy to him or her.

Move-in inspection for: _____
(Address of apartment)

KITCHEN				
Item	Yes	No	N/A	Comments and Initials of Landlord and Tenant(s)
Is there adequate lighting in the kitchen?				
Is there an electrical outlet in the kitchen that works?				
Is there a sink with hot and cold running water? Does the water drain quickly?				



Move-In Inspection Form

KITCHEN				
Is the stove in good working condition? Do the burners/oven work? If it's a gas stove, do you smell gas when it's turned off? Are there any broken or missing parts?				
Is the refrigerator in good working condition? Do the refrigerator and the freezer seem cold enough? Are there any broken or missing parts? Is there ice accumulation in the freezer (e.g. does it need to be defrosted?)?				
If there is a dishwasher, is it in good working condition?				
Other:				

BATHROOM				
Item	Yes	No	N/A	Comments and Initials of Landlord and Tenant(s)
Is the toilet in adequate condition? Flush the toilet. Does it empty then refill? Does the water keep running after it refills? Does it look like there have been leaks? Where is the shut-off valve; does it work?				
Is there a sink with hot and cold running water? Does the water drain quickly?				



Move-In Inspection Form

BATHROOM				
Is there a tub and/or shower with hot and cold water? Does the water drain quickly?				
Is there ventilation from a fan or window in the bathroom? (Is there evidence of mold or mildew due to poor ventilation?)				
Other:				

GENERAL UNIT CONDITION				
Item	Yes	No	N/A	Comments and Initials of Landlord and Tenant(s)
Does the furnace work? If it's cold enough outside for the furnace to be turned on, is there enough heat, or too much? Does it seem that the apartment temperature is hotter or colder than the thermostat setting?				
Do all of the windows open and close? Do the windows have working locks?				
Are any of the windows broken? Are any of the storm windows or screens broken or missing?				
Do all windows have curtains, blinds, shades, or other coverings? If not, can you install your own for privacy and to regulate temperature?				



Move-In Inspection Form

GENERAL UNIT CONDITION				
Is there a working deadbolt lock on the front/back door of the unit?				
Do you see any water stains on the walls or ceilings? If so, has the leak been fixed?				
If there are hardwood floors, do you see any deep scratches, burns, black marks, or places where the wood is worn down?				
If there is carpeting, do you see any stains, burns, or tears?				
Are there any holes or large cracks in the walls or ceiling?				
Are there places where the paint is peeling or flaking? If so, when was it painted and does the paint contain lead? Lead can cause serious health concerns in children when ingested.				
Does the unit have a working smoke detector? Carbon monoxide detector? (Ask how you can test the detectors and if they are regularly inspected.)				
Do you see any exposed wires, missing light switch or outlet covers, or broken or missing ceiling lights?				
Is there any evidence of bugs or rodents?				
Other:				





Move-In Inspection Form

GENERAL BUILDING CONDITION				
Item	Yes	No	N/A	Comments and Initials of Landlord and Tenant(s)
Is there adequate lighting in the stairwells and hallways?				
Are the mailboxes locked and in good condition?				
Are there problems with the stairwells and hallways and/or yard: graffiti, trash, broken fence, crumbling walkway, etc.?				
Other:				

We agree that the information above accurately represents the condition of the unit when the tenant moved in. The landlord agrees to make the repairs initialed on this form. The landlord and tenant have each received a copy of this form.

 Tenant Signature Date _____

 Landlord Signature Date _____

 Witness (if appropriate) Date _____