

Move-In Inspection Form

Directions

This worksheet is designed to help you inspect your apartment when you move in. Examine everything on this list and write down ALL the problems you see. This is important for two reasons. First, the list can help you get your damage deposit back when you move out because it shows that you were not responsible for the problems on the list. Second, you and your landlord can talk about what problems should be fixed and when.

Ask your landlord to inspect the unit with you and initial the items he/she agrees to repair. Be sure that you both sign and date the form. If your landlord cannot conduct the inspection with you, send a completed copy to him/her and ask that he/she sign it and return it to you. You may also want to provide a copy to your case manager. Remember to keep a copy of this form so you have proof of any pre-existing damage when you are ready to move out.

Move in inspection for _____ (address of apt.)

Item	Yes	No	N/A	Comments
KITCHEN				
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?				
Is the stove in good working condition? <i>(i.e. do the burners work? Does the oven work? If the stove is gas, do you smell gas when the stove is turned off? Are there any broken or missing parts?)</i>				
Is the refrigerator in good working condition? <i>(i.e. Do the refrigerator and the freezer seem cold enough? Are there any broken or missing parts?)</i>				
If there is a dishwasher, is it in good working condition?				
If there is a garbage disposal, does it work?				
BATHROOM				
Is the toilet in adequate condition? <i>(i.e. Flush the toilet – does it empty? Does it fill? Does the water keep running after the bowl fills? Does it look like there have been leaks around the toilet? Where is the shut-off valve? Does it work?)</i>				
Is there a sink with hot and cold running water? Does the water drain quickly?				
Is there a tub and/or shower with hot and cold running water? Does the water drain quickly?				
Is there ventilation from a fan or window in the bathroom?				

Item	Yes	No	N/A	Comments
GENERAL UNIT CONDITION				
If there is air conditioning, does it work?				
Does the furnace work? <i>(if it's cold enough outside for the furnace to be turned on, is there enough heat? Too much? Is the apartment temperature hotter or colder than the thermostat setting?)</i>				
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?				
Is there a working deadbolt lock on the front/back door of the apartment?				
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 paint is peeling or flaking? <i>(If so, find out if the unit was built before 1978. If so, and if children will be living in the unit, repair of the paint is very important because it could cause lead poisoning)</i>				
Does the unit have a working smoke detector? (ask how you can test it)				
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?				
GENERAL BUILDING CONDITION				
Is there a fire exit that's easily accessible?				
Is there adequate lighting in the stairwells and hallways?				
Are the stairwells and hallways free of garbage, graffiti, and hazards?				
Are the mailboxes locked and in good shape?				
Are there problems with the yard: trash, broken fence, hazardous sidewalk, etc.?				

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 initials on this form. The landlord and tenant each received a copy of this form.

Tenant Signature

Date

Landlord Signature

Date