

Move-In Inspection Checklist

Document the condition before furniture and boxes hide the details. Take wide photos for context, close-ups for issues, and keep proof that you shared the completed record. This checklist is practical documentation guidance, not legal advice.

Property address	
Tenant name(s)	
Inspection date and time	
Lease start date	

1. Arrival, access, and safety

- | | | |
|--------------------------|---|--------------|
| ☐ | Photograph the exterior, unit number, entry, and each set of keys or remotes. | Notes: _____ |
| ☐ | Test door locks, window locks, smoke alarms, and carbon monoxide alarms. | Notes: _____ |
| ☐ | Record visible meter readings when relevant and permitted. | Notes: _____ |
| ☐ | Note missing keys, damaged locks, safety concerns, or access problems. | Notes: _____ |

2. Whole-property photo routine

- | | | |
|--------------------------|--|--------------|
| ☐ | Take one wide photo from each corner of every room. | Notes: _____ |
| ☐ | Photograph floors, walls, ceilings, doors, windows, blinds, and closets. | Notes: _____ |
| ☐ | Take a close-up plus a wider context photo for every issue. | Notes: _____ |
| ☐ | Record cleanliness, odors, stains, scratches, holes, chips, and water marks. | Notes: _____ |

3. Kitchen

- | | | |
|--------------------------|---|--------------|
| ☐ | Test the refrigerator, freezer, range, oven, hood, dishwasher, and disposal. | Notes: _____ |
| ☐ | Check cabinets, drawers, counters, backsplash, sink, faucet, and under-sink area. | Notes: _____ |
| ☐ | Photograph appliance interiors, model areas, existing residue, cracks, and dents. | Notes: _____ |
| ☐ | Note leaks, loose hardware, missing shelves, damaged seals, or weak outlets. | Notes: _____ |

4. Bathrooms

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|--------------------------|---|--------------|
| ☐ | Test hot and cold water, drains, toilet flush, fan, lights, and outlets. | Notes: _____ |
| ☐ | Inspect tub, shower, grout, caulk, vanity, mirror, cabinets, and flooring. | Notes: _____ |
| ☐ | Photograph stains, chips, mold-like spots, leaks, swelling, and loose fixtures. | Notes: _____ |
| ☐ | Note water pressure, slow drains, running toilets, or missing hardware. | Notes: _____ |

5. Bedrooms and living areas

☐	Inspect flooring, baseboards, walls, ceilings, doors, windows, and blinds.	Notes: _____
☐	Test lights, switches, outlets, fans, heating, cooling, and closet doors.	Notes: _____
☐	Photograph carpet stains, floor scratches, nail holes, paint marks, and cracks.	Notes: _____
☐	Note missing screens, damaged trim, odors, pests, or signs of moisture.	Notes: _____

6. Laundry, storage, and exterior areas

☐	Test included washer, dryer, garage controls, exterior lights, and gates.	Notes: _____
☐	Inspect patios, balconies, yards, fences, storage, parking, and shared access.	Notes: _____
☐	Photograph debris, damaged surfaces, drainage issues, or pre-existing items.	Notes: _____
☐	Record bins, parking passes, mailbox keys, remotes, and provided equipment.	Notes: _____

7. Utilities and function checks

☐	Confirm water, electricity, heating, cooling, and internet-ready connections.	Notes: _____
☐	Test representative outlets and note any GFCI or breaker concerns.	Notes: _____
☐	Record active leaks, unusual sounds, error codes, or appliances that do not work.	Notes: _____
☐	Submit urgent safety or maintenance issues through the required channel.	Notes: _____

8. Review and handoff

☐	Confirm every photo belongs to the correct room or issue.	Notes: _____
☐	Add short location notes that another person can understand.	Notes: _____
☐	Save the final checklist, photos, lease, and related messages together.	Notes: _____
☐	Share the record early and keep proof of the date, recipient, and method.	Notes: _____

HANDOFF RECORD

Date sent		Sent to	
Method		Response / follow-up	

Next step: TenantCircle keeps room notes and photos together and creates a shareable rental inspection report. Learn more at tenantcircle.com/rental-inspection-app.