Move-in inspection checklist

Property and tenant

Property and unit: .....

Landlord: .....

Tenant: .....

Move-in date: .....

Contract no.: .....

Entrance and living room

Item	Condition (good / needs repair)	Notes
Front door and lock		
Walls and paint		
Floor		
Windows and glass		
Lights and switches		
Power outlets		

Kitchen

Item	Condition (good / needs repair)	Notes
Sink and taps		
Cabinets and worktop		
Cooker / hob		
Extractor fan		
Walls and tiles		
Drain		

Bathrooms

Item	Condition (good / needs repair)	Notes
Toilet and flush		
Basin and taps		
Shower / bathtub		
Water heater		
Tiles		
Ventilation		

Bedrooms

Item	Condition (good / needs repair)	Notes
Doors and locks		
Walls and paint		
Floor		
Windows and shutters		
Wardrobes		
Air conditioner		

Balcony and outside

Item	Condition (good / needs repair)	Notes
Balcony door		
Railing		
Floor and drainage		

Meter readings

Meter	Meter no.	Reading
Electricity		
Water		
Gas		

Keys and access

Item	Notes
Number of front door keys	
Building / gate keys or cards	
Mailbox key	
Parking remote or card	

Both parties have inspected the property together and agree that the above describes its condition on the move-in date.

Landlord

Name: .....

Signature: .....

Date: .....

Tenant

Name: .....

Signature: .....

Date: .....

Free template from Aqari Pay (aqaripay.com). It is a general model: review it and adapt it to your case, and consult a lawyer when needed.