Swift RPM

FREE CHECKLIST

Move-in inspection checklist

Walk the home with your new tenant and record its condition room by room. A clear move-in report is the best protection you have when the deposit is settled later.

Before the tenant arrives

- [ ] Clean the home, finish repairs and test every appliance.
- [ ] Test the smoke and carbon monoxide alarms and note the dates printed on them.
- [ ] Change or rekey the locks, and count the keys, remotes and fobs you will hand over.
- [ ] Record meter readings and the date each utility moves to the tenant's name.

Room by room, with the tenant

- [ ] Walls, ceilings and paint: note marks, holes and stains, and where they are.
- [ ] Floors and carpet: note wear, stains, chips or burns.
- [ ] Windows, screens, blinds and doors: note cracks, tears and anything that sticks.
- [ ] Kitchen: appliances on and working, cabinets, counters and the sink.
- [ ] Bathrooms: toilet, tub or shower, caulk, the fan and any sign of leaks.
- [ ] Lights, outlets, switches and ceiling fans all working.
- [ ] Heating and cooling working, and a fresh filter, with the date.
- [ ] Outside: the yard, fences, garage, parking and anything else included.

Document it

- [ ] Take dated photos or video of every room, with close-ups of any existing damage.
- [ ] Describe condition in specifics, such as 'two nail holes above the bed', not just 'fair'.
- [ ] Have every tenant and you sign and date the report.
- [ ] Give the tenant a copy and keep the original with the lease.
- [ ] Let the tenant add anything they find in their first days, in writing, and attach it to the report.
- [ ] Check whether your state requires a particular move-in form or timing.

Hand-over

- [ ] Show the tenant the water shut-off, the electrical panel and how to report repairs.
- [ ] Go over trash, recycling and parking, and any HOA rules.
- [ ] Confirm how rent is paid and when the first payment is due.