



**HPRP Kansas City Project Hope  
Neighborhood and Community Services Department  
Human Services Division**



**Landlord Tenant Move-In/Move-Out Checklist**

The inspection should be completed by the Landlord and the Tenant prior to the Tenant moving in and moving out of the rental unit. It is recommended that photos are taken and attached to form. Return completed form to

\_\_\_\_\_   
 Insert Agency Name

**Premises Complete Address:**

\_\_\_\_\_

Landlord Name: \_\_\_\_\_  
Move in date: \_\_\_\_\_  
Inspection date: \_\_\_\_\_

Tenant Name: \_\_\_\_\_  
Move Out Date: \_\_\_\_\_  
Inspection date: \_\_\_\_\_

		Move In Condition				Move Out	
		New	Good	Fair	Comments	Condition	Charge
<b>KITCHEN</b>	Floor covering						
	Paint/Walls & Ceiling						
	Windows						
	Drapes/Blinds						
	Doors						
	Lighting Fixtures						
	Electrical Outlets						
	Cabinets						
	Counters						
	Fan						
	Faucets						
	Sink & Drain						
	Plumbing						
	Garbage Disposal						
	Stove						
	Refrigerator						
	Dishwasher						
	Other:						
Other:							
Other:							
<b>DINING ROOM</b>	Floor/Carpet						
	Paint/Walls/Ceilings						
	Windows						
	Drapes/Blinds						
	Doors						
	Lighting/Fixtures						
	Electrical Outlets						
	Other:						
Other:							



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		Move In Condition				Move Out	
		New	Good	Fair	Comments	Condition	Charge
<b>LIVING ROOM</b>	Floor/Carpet						
	Paint/Walls/Ceilings						
	Windows						
	Drapes/Blinds						
	Doors						
	Lighting/Fixtures						
	Electrical Outlets						
	Other:						
	Other:						
<b>BATHROOM 1</b>	Floor/Tiles						
	Paint/Walls/Ceilings						
	Windows						
	Doors						
	Lighting Fixtures						
	Electrical Outlets						
	Medicine Cabinet						
	Mirrors						
	Bathtub						
	Shower						
	Faucet						
	Sink						
	Counter						
	Paper Holder						
	Shower Rod						
	Towel Bars & Hook						
	Vent						
	Other:						
Other:							
<b>BATHROOM 2</b>	Floor/Tiles						
	Paint/Walls/Ceilings						
	Windows						
	Doors						
	Lighting Fixtures						
	Electrical Outlets						
	Medicine Cabinet						
	Mirrors						
	Bathtub						
	Shower						
	Faucet						
	Sink						
	Counter						
	Paper Holder						
	Shower Rod						
	Towel Bars & Hook						
	Vent						
	Other:						
Other:							



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		Move In Condition				Move Out	
		New	Good	Fair	Comments	Condition	Charge
<b>BEDROOM 1</b>	Floor/Carpet						
	Paint/Walls/Ceiling						
	Windows						
	Drapes/Blinds						
	Doors						
	Lighting Fixtures						
	Electrical Outlets						
	Closets						
	Other:						
	Other:						
<b>BEDROOM 2</b>	Floor/Carpet						
	Paint/Walls/Ceiling						
	Windows						
	Drapes/Blinds						
	Doors						
	Lighting Fixtures						
	Electrical Outlets						
	Closets						
	Other:						
	Other:						
<b>BEDROOM 3</b>	Floor/Carpet						
	Paint/Walls/Ceiling						
	Windows						
	Drapes/Blinds						
	Doors						
	Lighting Fixtures						
	Electrical Outlets						
	Closets						
	Other:						
	Other:						
<b>BEDROOM 4</b>	Floor/Carpet						
	Paint/Walls/Ceiling						
	Windows						
	Drapes/Blinds						
	Doors						
	Lighting Fixtures						
	Electrical Outlets						
	Closets						
	Other:						
	Other:						



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		Move In Condition				Move Out	
		New	Good	Fair	Comments	Condition	Charge
<b>GENERAL</b>	Front Door						
	Hallway 2						
	Hallway Closet						
	Heating Thermostat						
	Air Conditioning						
	Smoke Detectors						
	Fire Extinguishers						
	Mailbox Lock						
	Balcony/Terrace/Deck						
	Fireplace						
	Stairs						
	Other:						
	Other:						

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Move In**                      Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

                                    Landlord Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Move Out**                    Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

                                    Landlord Signature: \_\_\_\_\_ Date: \_\_\_\_\_