

Move-In / Move-Out Checklist: Action Steps

- [] Schedule the move-in walkthrough before keys are handed over, with both parties present
- [] Walk every room and complete the Move-In Condition Report, noting existing wear or damage
- [] Photograph and video every room at move-in, with a visible or embedded timestamp
- [] Test appliances, fixtures, outlets, and smoke/CO detectors during the move-in walkthrough
- [] Both parties sign and date the move-in report; each party keeps a copy
- [] Note any mid-lease repairs or damage in writing as they happen
- [] Schedule the move-out walkthrough after the unit is empty and cleaned
- [] Complete the Move-Out Condition Report using the same room-by-room structure
- [] Photograph and video every room again at move-out, matching the move-in angles
- [] Compare move-in and move-out notes to separate normal wear and tear from damage
- [] Provide a written forwarding address for the deposit refund (tenant)
- [] Both parties sign the move-out report and keep a copy
- [] Confirm your state's security deposit return deadline and calendar it
- [] If the deposit is not returned or deductions seem unjustified, send a written demand letter referencing the signed reports and photos
- [] If unresolved, file in small claims court with both condition reports, photos, and the lease as evidence