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| MOVE-IN/MOVE-OUT CHECKLIST – SAMPLE |
|   |
|   | Condition Code | Cleanliness Code |
| Original to tenant |   | C = Clean | B = Broken | C = Clean |
| Copy to First Nation |   | DT = Dry | S = Scratched /marked | DT = Dry |
|  |  |  |  | ST = Stained |
|   |   |   |   |   |   |
| *Unit no.:* |   | *Move-in date:* |   | *Move-out date:* |   |
| Tenant Name |   | Condition at beginning of tenancy | Condition at end of tenancy |
| Area | **Item** | **Comment** | **Code** | **Comment** | **Code** |
| *Kitchen* | Ceiling  |   |   |   |   |
|   | Walls and trims |   |   |   |   |
|   | Floor |   |   |   |   |
|   | Countertop |   |   |   |   |
|   | Cabinet and doors |   |   |   |   |
|   | Stove |   |   |   |   |
|  | Stove serial # |  |
|   | Oven |   |   |   |   |
|   | Stovetop |   |   |   |   |
|   | Boiler pan |   |   |   |   |
|   | Sink and stoppers |   |   |   |   |
|   | Fridge |   |   |   |   |
|  | Fridge serial # |  |
|   | Crisper |   |   |   |   |
|   | Ice trays |   |   |   |   |
|   | Freezer |   |   |   |   |
|   | Closets |   |   |   |   |
|   | Dishwasher |   |   |   |   |
|  | Dishwasher serial # |  |
|   | Lighting fixtures |   |   |   |   |
|   | Window screens |   |   |   |   |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Tenant Name |   | Condition at beginning of tenancy | Condition at end of tenancy |
| Area | **Item** | **Comment** | **Code** | **Comment** | **Code** |
| Living Room | Ceiling  |  |  |  |  |
|  | Walls and trims |  |  |  |  |
|  | Floor |  |  |  |  |
|  | Air conditioner |  |  |  |  |
|   | Air conditioner cover |   |   |   |   |
|   | Air cleaner |   |   |   |   |
|   | TC cable |   |   |   |   |
|   | TC adapter |   |   |   |   |
|   | Closets |   |   |   |   |
|   | Light fixtures |   |   |   |   |
|   | Window screens |   |   |   |   |
| Dining room | Ceiling  |   |   |   |   |
|   | Walls and trims |   |   |   |   |
|   | Floor |   |   |   |   |
|   | Closets |   |   |   |   |
|   | Light fixtures |   |   |   |   |
|   | Window screens |   |   |   |   |
| Stairwell and hall | Treads and landing |   |   |   |   |
|   | Walls and trims |   |   |   |   |
|   | Ceiling  |   |   |   |   |
|   | Closets |   |   |   |   |
|   | Light fixtures |   |   |   |   |
|   | Window screens |   |   |   |   |
| Bathroom | Ceiling  |   |   |   |   |
|   | Walls and trims |   |   |   |   |
|   | Cabinets and mirrors |   |   |   |   |
|   | Tub, sink, toilet |   |   |   |   |
|   | Door |   |   |   |   |
|   | Light fixtures |   |   |   |   |
|   | Window screens |   |   |   |   |
|   | Shower doors |   |   |   |   |
|   | Tub surround |   |   |   |   |
| Tenant Name |   | Condition at beginning of tenancy | Condition at end of tenancy |
| Area | **Item** | **Comment** | **Code** | **Comment** | **Code** |
| Interior rooms | Ceiling |  |  |  |  |
|  | Walls and trims |  |  |  |  |
|  | Floor/ baseboards/ carpet |  |  |  |  |
|  | Closet(s) |  |  |  |  |
|  | Doors |  |  |  |  |
|  | Lighting fixtures/ceiling Fan/bulbs |  |  |  |  |
|  | Windows/ coverings/ screens |  |  |  |  |
|  | Electrical outlets |  |  |  |  |
| Exterior | Patio doors |   |   |   |   |
|   | Garbage container(s) |   |   |   |   |
|   | Glass and frames |   |   |   |   |
|   | Screens |   |   |   |   |
|   | Storm doors |   |   |   |   |
|   | Windows |   |   |   |   |
|   | Stucco or siding |   |   |   |   |
|   | Grounds |   |   |   |   |
|   | Walkways |   |   |   |   |
|   | Stairs and stairwell |   |   |   |   |
|   | Walls |   |   |   |   |
| Basement | Floor  |   |   |   |   |
|   | Furnace |   |   |   |   |
|   | Hot water heater |   |   |   |   |
|   | Plumbing |   |   |   |   |
|   | Electrical |   |   |   |   |
|   | Light fixtures |   |   |   |   |
|   | Washing machine |   |   |   |   |
|  | Washing Machine Serial # |  |
|   | Dryer |   |   |   |   |
|  | Dryer serial # |  |
| Utility room | Water pump |   |   |   |   |
|   | Sump pump |   |   |   |   |
|   | Sewage pump |   |   |   |   |
| Keys | # of keys =  |   |   |   |   |
| Repairs to be completed on initial occupancy |
|
|
|
|
| List repairs |
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| --- | --- | --- |
| *Charges* | *$* | *The undersigned tenant(s) certifies/certify that she/he/they has/have inspected the above-mentioned unit and has/have found the suite and its contents to be in the condition indicated. She/he/they understand(s) that any future damage that occurs in this unit shall be rectified at her/his/their expense through direct billing or security deposit deduction.* |
| Cleaning floors, walls cupboards, windows and fixtures: |  | *Incoming* Inspector/housing manager’s signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tenant’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Machine-cleaning carpets: |  |
| Cleaning stove, fridge and other appliances: |  |
| Repairs as follows: |  | *Outgoing* Inspector/housing manager’s signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tenant’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| TOTAL |  |

**Tenant’s move-out forwarding address (to forward deposits)**

|  |  |
| --- | --- |
| **Street address** |  |
| **City/province** |  | **Postal code** |  |