



Apartment Rental Tour Checklist

Date: _____

	Property & Contact	Property & Contact	Property & Contact
Apartment Details (get community map to make notes)			
Floor plan shown and monthly rent? (picture of floor plan and possibly community map to notate where apartments are located)			
Which appliances are included? Which are electric vs. gas?			
Are heat and air controlled by tenant? Is there a master control that only allows heat and air to work at certain months of the year?			
Washer/Dryer: <ul style="list-style-type: none"> ✓ Is there a hook-up for w/d? If not, where are laundry facilities? ✓ If included, are they full size or stackable, gas or electric? 			
Is fireplace gas, wood-burning or decorative only?			
Is kitchen cupboard space ample for you?			
Is additional storage provided? If so, where and how large? Is it extra?			
Measure rooms if needed. (room dimensions)			
What utilities are you responsible for?			
Community Details (community map)			
Where do residents dispose of refuse? Is your apartment near there?			
Where is mail delivered?			
Will the rental office receive packages when you're not home?			
Work-out facility? What are the hours of operation/access?			
Pool? Indoor or outdoor? When is it open? Lifeguard on duty?			
Parking: where is it located? Where do guests park?			
How quickly are maintenance issues resolved?			



Privately Owned Rental Tour Checklist

Date: _____

Unit Details	Address & Contact	Address & Contact	Address & Contact
Which appliances are included? Which are electric vs. gas?			
Is there central air/heat, window unit included or window unit needed? Is the heat electric, gas, oil or other. Is this an additional cost?			
Washer/Dryer: <ul style="list-style-type: none"> ✓ Is there a hook-up for w/d? If not, where are the closest laundry facilities? ✓ If included, are they full size or stackable, gas or electric? 			
Is fireplace gas, wood-burning or decorative only?			
Is kitchen cupboard space ample for you?			
Is additional storage provided? If so, where and how large? Is it extra?			
Measure rooms if needed (room dimensions)			
Who is responsible for landscaping/snow removal?			
What utilities are you responsible for?			
Community/HOA Details Where and when do residents dispose of refuse?			
Work-out facility? What are the hours of operation/access?			
Pool? Indoor or outdoor? When is it open? Lifeguard on duty?			
Parking: where is it located? Where do guests park?			
How quickly are maintenance issues resolved?			



MOVE-IN/MOVE-OUT CHECKLIST

Tenant _____ Apt. No. _____ Move-In Inspector _____ Date _____

Move-Out Inspector _____ Date _____

ITEM	MOVE-IN	MOVE-OUT
KEYS		
Apartment Door		
Mail Box		
LIVING ROOM/DINING ROOM		
Walls/Ceiling		
Flooring/Carpet		
Doors		
Glass		
Drapes/Blinds/Shades		
KITCHEN		
Overall Cleanliness		
Range/Oven		
Refrigerator		
Counter Tops/Cabinets		
Sink		
Dishwasher		
Garbage Disposal		
Floor		
Glass		
Walls/Ceiling		
HALLS		
Walls/Ceiling		
Flooring/Carpets		
Doors		
BEDROOM #1		
Walls/Ceiling		
Flooring/Carpets		
Closet/Closet Door		
Door		
Glass		
Drapes		
Blinds/Shades		

CODES

- S Satisfactory
- NA Not Applicable
- NC Needs Cleaning
- NR Needs Repair

Document all problems/blemishes on this form and take pictures so you are not held responsible upon move out. A copy of this form and pictures should be provided to the landlord within 2-3 days of move in. Tenant retain copy of both.





MOVE-IN/MOVE-OUT CHECKLIST

ITEM	MOVE-IN	MOVE-OUT
BATH		
Overall Cleanliness		
Tub/Shower		
Sink		
Commode/Seat		
Tile		
Vanity		
Medicine Cabinet		
Flooring		
Door		
Glass		
BEDROOM #2		
Walls/Ceiling		
Flooring/Carpets		
Closet/Closet Door		
Door		
Glass		
Drapes		
Blinds/Shades		
MISCELLANEOUS		
Smoke Detectors		
Fire Extinguishers		
Storage Room		
Garage		
Heating/Air Conditioning		
Furniture		
Fireplace		

CODES

- S Satisfactory
- NA Not Applicable
- NC Needs Cleaning
- NR Needs Repair

Tenant Signature

Tenant Signature

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