

Tenant – Landlord Inspection Sheet, Canadian Relocation Systems

Lease Start Date		Lease End Date	
Name of Landlord or Property Manager		Phone Number	
Address for mail			
Unit address			
MOVE IN INSPECTION		MOVE OUT INSPECTION	
Move-In Date		Move Out Date	
Inspected by		Inspected by	
Inspection Date		Inspection Date	
Summary Rating 1 lowest 4 highest	<input type="checkbox"/> 1	<input type="checkbox"/> 3	Summary Rating
	<input type="checkbox"/> 2	<input type="checkbox"/> 4	
Bath 1			
Tile			
Tub/Shower			
Other			
Bath 2			
Bed 1			
Walls			
Ceiling			
Windows/Blinds etc			
Carpet/Floors			
Furniture			

Bed 2			
Walls			
Ceiling			
Windows/Blinds etc			
Carpet/Floors			
Furniture			
Kitchen			
Walls			
Ceiling			
Windows/Blinds etc			
Carpet/Floors/Tile			
Counter			
Refrigerator			
Stove			
Sink			
Other			
Family			
Walls			
Ceiling			
Windows/Blinds etc			
Carpet/Floors			
Furniture			

Exterior			
Porch/Deck			
Yard – Garbage in Yard/Lawn etc			
Exterior of Building – Paint/Roof etc			
Garbage Cans/Disposal area			
Basement/Garage			

How to use this form:

BEFORE you sign the lease, take the checklist *and* a camera (video or still/disposable) with you and inspect the apartment with whomever is authorized to perform the walk through with you. This may be:

- The Property Manager
- The Owner/Landlord
- The Real Estate Agent
- The Leasing Office

If the owner's neighbor, friend, daughter, daughter-in-law or son-in-law conducts the inspection, make a note of it. Why? Sometimes they are doing someone a favor, such as an absentee landlord, and are not aware of what to look for and may not be the same person who conducts the move-out inspection.

If the apartment/home changes owners during the course of your stay, you should contact the new owners and do a walk through or simply send them a copy of your original move-in inspection – certified mail. This will help avoid conflicts when you move out.

Don't be surprised if they request to do a new inspection. They should of done this prior to buying the property- but many investors buy blind.

INSPECT YOUR HOME

This is a general list of things that you can look for in your rental home or apartment
Inspect *each room*. Take your time. This is where you are going to live for maybe 1 month or 10 years.

Make notes on the condition of each room – look for:

- scratches in hardwood floors
- Burn marks/tears in carpets
- Missing tiles in bathroom
- Ripped screens in windows – missing glass
- Holes/scratches in walls (pinholes, patched over areas etc)
- Faded paint (just note it) – rubbed off paint etc.
- Burn marks on counters/scratches (rub your hand along the counter (if its clean)
- Loose fixtures (ceiling, wall etc)
- Make sure all outlets have covers and receptacles.
- Heat and if provided - Air conditioning Turn the units
- Kitchen Stove – turn it on. Inspect for cleanliness
- Refrigerator - ice box and main area – is it cold? Clean?
- Kitchen Cabinets – scratches, cleanliness, grime
- Kitchen Exhaust over stove – turn it on. Are filters clean?
- Bathtubs/showers – turn them on. Hot and cold water. Water Pressure. Cracks. Grime.
- Toilet paper holder
- Flush the toilet – do they work?