

Apartment Move-In Condition Report

Fill this in before the furniture comes in. An empty apartment photographs cleanly; a full one does not.

BEFORE YOU START, FIND YOUR RETURN DEADLINE

A completed report your landlord never received cannot do the job it was built for. The deadline can come from the form itself, from your lease, or from your state's rules — and it can be shorter than you expect. Check all three, write it in the box below, and return the report the way the form or your lease tells you to.

My return deadline is: _____

Return it by: _____

The apartment

Address _____ Unit _____

Move-in date _____ Date of this inspection _____

Landlord or property manager _____ Phone or email _____

Tenant name(s) _____

How to write a note that still works a year from now

“Floor damaged” tells nobody anything. Write the **location**, the **size**, and the **kind** of damage, so that someone can stand in the room later and verify it.

Weak Floor damaged

Works Three-inch scratch in the hardwood, roughly two feet from the window in the second bedroom

How to use these pages

1. Work one room at a time. Start at the ceiling and go down — ceiling, walls, windows, doors, floor, then closets and the inside of cabinets.
2. Photograph every note you write: a wide shot showing which room and which wall, then a close-up of the damage itself.
3. Then walk the whole apartment on video, saying out loud which room you are in and what you are pointing at.
4. Email the photos and this completed report to yourself the same day. That puts a dated copy somewhere other than your phone.
5. Photograph the completed report before it leaves your hands, and keep your copy.

Two things worth asking for

1. What the last tenant was charged for. Whether or not your state gives you a right to it, asking costs nothing — and the answer tells you which parts of the apartment your landlord treats as billable.
2. A copy of whatever you sign. If you hand this back without keeping a copy, the only version in existence is theirs.

Asked on (date) _____ Answer _____

Test things — do not just look at them

Looking catches cosmetic damage. Testing catches the expensive kind. Work through this once for the whole apartment.

Stop if something looks wrong. If you smell gas, see damaged wiring or exposed connections, or find water where it should not be, do not switch anything on — tell your landlord straight away. A smoke or carbon monoxide alarm that does not sound is not a note for this form; it is a repair request to your landlord, in writing, today. Never put your hand into a garbage disposal, switched off or not.

WHAT TO TEST	HOW	WORKS	FAULT	NOTE / PHOTO TAKEN
Taps	Hot and cold, in every sink, shower and bath. Watch how fast each drains.			
Toilets	Flush each one. Check for movement at the base.			
Lights	Every switch. Note any switch that does nothing.			
Windows	Open, close and lock each one.			
Locks	Every key, in every lock. Include the mailbox and any storage area.			
Smoke and CO alarms	Press the test button on each one.			
Refrigerator and freezer	Fridge cold, freezer frozen.			
Oven and burners	Oven heats. Every burner lights.			
Dishwasher	Run a full cycle. Check underneath and around the door for water.			
Washer and dryer	Run a cycle on each.			
Garbage disposal	Run it with cold water going. Hands out.			
Heating	Turn it on, even out of season, and listen.			
Air conditioning	Turn it on, even out of season, and listen.			

Photograph anything that fails. A written note that the second burner does not light is worth more with an image behind it.

Room by room, top to bottom

One block per room — kitchen, bathroom, each bedroom, the entry hall, storage. Do not skip closets, and do not skip the inside of cabinets. Photograph every note you write.

ROOM 1	Room name			
TOP TO BOTTOM	LOOK FOR	OK	NOTE	WHAT YOU FOUND — LOCATION, SIZE, KIND
Ceiling and light fixtures	Stains, cracks, water marks, missing covers, bulbs that do not light			
Walls	Holes, nail marks, scuffs, patched areas, peeling paint, marks behind furniture			
Windows and coverings	Cracked panes, torn screens, broken latches, missing blind slats			
Doors	Chips, holes, hinges, locks, doors that do not close square			
Flooring	Scratches, burns, stains, worn patches, loose boards, gaps at the edges, carpet seams			
Closets, cabinets, built-ins	Inside as well as outside — shelves, rails, runners, drawer fronts, hinges			

ROOM 2	Room name			
TOP TO BOTTOM	LOOK FOR	OK	NOTE	WHAT YOU FOUND — LOCATION, SIZE, KIND
Ceiling and light fixtures	Stains, cracks, water marks, missing covers, bulbs that do not light			
Walls	Holes, nail marks, scuffs, patched areas, peeling paint, marks behind furniture			
Windows and coverings	Cracked panes, torn screens, broken latches, missing blind slats			
Doors	Chips, holes, hinges, locks, doors that do not close square			
Flooring	Scratches, burns, stains, worn patches, loose boards, gaps at the edges, carpet seams			
Closets, cabinets, built-ins	Inside as well as outside — shelves, rails, runners, drawer fronts, hinges			

ROOM 3		Room name		
TOP TO BOTTOM	LOOK FOR	OK	NOTE	WHAT YOU FOUND — LOCATION, SIZE, KIND
Ceiling and light fixtures	Stains, cracks, water marks, missing covers, bulbs that do not light			
Walls	Holes, nail marks, scuffs, patched areas, peeling paint, marks behind furniture			
Windows and coverings	Cracked panes, torn screens, broken latches, missing blind slats			
Doors	Chips, holes, hinges, locks, doors that do not close square			
Flooring	Scratches, burns, stains, worn patches, loose boards, gaps at the edges, carpet seams			
Closets, cabinets, built-ins	Inside as well as outside — shelves, rails, runners, drawer fronts, hinges			

ROOM 4		Room name		
TOP TO BOTTOM	LOOK FOR	OK	NOTE	WHAT YOU FOUND — LOCATION, SIZE, KIND
Ceiling and light fixtures	Stains, cracks, water marks, missing covers, bulbs that do not light			
Walls	Holes, nail marks, scuffs, patched areas, peeling paint, marks behind furniture			
Windows and coverings	Cracked panes, torn screens, broken latches, missing blind slats			
Doors	Chips, holes, hinges, locks, doors that do not close square			
Flooring	Scratches, burns, stains, worn patches, loose boards, gaps at the edges, carpet seams			
Closets, cabinets, built-ins	Inside as well as outside — shelves, rails, runners, drawer fronts, hinges			

ROOM 5		Room name		
TOP TO BOTTOM	LOOK FOR	OK	NOTE	WHAT YOU FOUND — LOCATION, SIZE, KIND
Ceiling and light fixtures	Stains, cracks, water marks, missing covers, bulbs that do not light			
Walls	Holes, nail marks, scuffs, patched areas, peeling paint, marks behind furniture			
Windows and coverings	Cracked panes, torn screens, broken latches, missing blind slats			
Doors	Chips, holes, hinges, locks, doors that do not close square			
Flooring	Scratches, burns, stains, worn patches, loose boards, gaps at the edges, carpet seams			
Closets, cabinets, built-ins	Inside as well as outside — shelves, rails, runners, drawer fronts, hinges			

ROOM 6		Room name		
TOP TO BOTTOM	LOOK FOR	OK	NOTE	WHAT YOU FOUND — LOCATION, SIZE, KIND
Ceiling and light fixtures	Stains, cracks, water marks, missing covers, bulbs that do not light			
Walls	Holes, nail marks, scuffs, patched areas, peeling paint, marks behind furniture			
Windows and coverings	Cracked panes, torn screens, broken latches, missing blind slats			
Doors	Chips, holes, hinges, locks, doors that do not close square			
Flooring	Scratches, burns, stains, worn patches, loose boards, gaps at the edges, carpet seams			
Closets, cabinets, built-ins	Inside as well as outside — shelves, rails, runners, drawer fronts, hinges			

ROOM 7		Room name		
TOP TO BOTTOM	LOOK FOR	OK	NOTE	WHAT YOU FOUND — LOCATION, SIZE, KIND
Ceiling and light fixtures	Stains, cracks, water marks, missing covers, bulbs that do not light			
Walls	Holes, nail marks, scuffs, patched areas, peeling paint, marks behind furniture			
Windows and coverings	Cracked panes, torn screens, broken latches, missing blind slats			
Doors	Chips, holes, hinges, locks, doors that do not close square			
Flooring	Scratches, burns, stains, worn patches, loose boards, gaps at the edges, carpet seams			
Closets, cabinets, built-ins	Inside as well as outside — shelves, rails, runners, drawer fronts, hinges			

ROOM 8		Room name		
TOP TO BOTTOM	LOOK FOR	OK	NOTE	WHAT YOU FOUND — LOCATION, SIZE, KIND
Ceiling and light fixtures	Stains, cracks, water marks, missing covers, bulbs that do not light			
Walls	Holes, nail marks, scuffs, patched areas, peeling paint, marks behind furniture			
Windows and coverings	Cracked panes, torn screens, broken latches, missing blind slats			
Doors	Chips, holes, hinges, locks, doors that do not close square			
Flooring	Scratches, burns, stains, worn patches, loose boards, gaps at the edges, carpet seams			
Closets, cabinets, built-ins	Inside as well as outside — shelves, rails, runners, drawer fronts, hinges			

Photo and video log

A wide shot for where it is, a close-up for what it is. Then one video walkthrough of the whole apartment, narrated as you go.

#	ROOM	WHAT THE IMAGE SHOWS	PHOTO OR VIDEO	DATE TAKEN
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Photos and this report emailed to myself
on _____

Also saved to _____

An email date shows when you sent the message, not when the picture was taken. Send them the same day and the two stay close enough together to matter.

Sign, return, keep your copy

This is the step that decides whether the last hour counts for anything.

RETURNING IT

Return it the way the form or your lease actually tells you to. If it asks for a signed paper copy handed back, do that — an emailed photograph is not guaranteed to satisfy a requirement to return the copy itself. Keep your own proof either way.

Deadline _____	Date I returned it _____	How I returned it _____
Photographed it first (date) _____	Emailed myself a copy (date) _____	

Tenant

Name _____

Signature _____

Date _____

Landlord or agent

Name _____

Signature _____

Date _____

If your landlord gave you no form at all, this one still works. Complete it, email it to them with the photos attached, and keep the sent message. That gives you a dated document showing what you reported and when.

This report is a record-keeping form, not legal advice. What your landlord must give you, and how long you have to return it, come from your lease and from your state's landlord-tenant rules — your state attorney general's office or state housing agency is where to look them up. Read both before you start.