Move-In and Move-Out Checklist

Ontario · Unit condition report · Free form from Zola Property Management

Walk through the unit with the tenant on move-in day, and again at move-out. For each item write **Good**, **Fair** or **Damaged** and a short note, take dated photos, and both sign. It isn't required by law in Ontario, but it's the best proof of the unit's condition, and Ontario doesn't allow damage deposits.

Rental unit address _____

Tenant name(s) _____

Move-in date _____

Move-out date _____

Photos taken? (where they're saved) _____

Entrance and hallways	Move-in: condition and notes	Move-out: condition and notes
Front door and lock		
Floors		
Walls and ceiling		
Lights and switches		
Closet		

Living and dining room	Move-in: condition and notes	Move-out: condition and notes
Floors		
Walls and ceiling		
Windows and screens		
Blinds or curtains		
Lights and outlets		

Kitchen	Move-in: condition and notes	Move-out: condition and notes
Counters		
Cabinets and drawers		
Sink and taps		
Stove and oven		
Fridge and freezer		
Dishwasher		
Range hood and fan		
Floors		
Walls and ceiling		

Bathroom 1	Move-in: condition and notes	Move-out: condition and notes
Toilet		
Sink, taps and vanity		
Tub or shower		
Tiles and caulking		
Fan		
Mirror and cabinet		
Floors		

Bathroom 2	Move-in: condition and notes	Move-out: condition and notes
Toilet		
Sink, taps and vanity		
Tub or shower		
Tiles and caulking		
Fan		
Floors		

Bedroom 1	Move-in: condition and notes	Move-out: condition and notes
Floors		
Walls and ceiling		
Closet		
Windows and screens		
Lights and outlets		

Bedroom 2	Move-in: condition and notes	Move-out: condition and notes
Floors		
Walls and ceiling		
Closet		
Windows and screens		
Lights and outlets		

Bedroom 3	Move-in: condition and notes	Move-out: condition and notes
Floors		
Walls and ceiling		
Closet		
Windows and screens		
Lights and outlets		

Laundry and storage	Move-in: condition and notes	Move-out: condition and notes
Washer		
Dryer		
Storage room or locker		

Outside and extras	Move-in: condition and notes	Move-out: condition and notes
Balcony or patio		
Parking spot		
Yard		
Garage		

Safety	Move-in: condition and notes	Move-out: condition and notes
Smoke alarms (tested)		
Carbon monoxide alarms (tested)		
Fire extinguisher, if supplied		

1 KEYS AND READINGS

	Given at move-in	Returned at move-out
Unit keys		
Building fobs or keys		
Mailbox keys		
Garage or parking remotes		
Hydro meter reading		
Gas or water meter reading		

2 SIGNATURES

Move-in

Landlord or agent: name and signature

Tenant: name and signature

Date

Move-out

Landlord or agent: name and signature

Tenant: name and signature

Date

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