



Tenant Move-Out Checklist for Real Estate Management

Pre-Move-Out Communication & Documentation

Records of notices, inspections, and communication with the tenant regarding move-out procedures.

Move-Out Notice Received Date

Move-Out Notice Content (Copy/Paste)

Notice Type

- ☐ 30-Day Notice
- ☐ 60-Day Notice
- ☐ Other

Inspection Scheduling Date

Communication Log with Tenant (Notes)

Write something...

Inspection Confirmation Method

- ☐ Email
- ☐ Phone Call
- ☐ Certified Mail

Key Return & Security Deposit

Verification of key return and security deposit processes.

Key Return Date

Enter date...

Key Return Time

Key Return Method (e.g., Drop-off, Mail)

Write something...

Property Manager Signature (Key Receipt)

Security Deposit Amount

Enter a number...

Deductions for Damages/Cleaning

Enter a number...

Remaining Security Deposit Amount

Enter a number...

Security Deposit Return Date

Enter date...

Property Inspection - Interior

Detailed assessment of the interior condition of the property.

Wall Damage Count

Enter a number...

Description of Wall Damage

Write something...

Floor Damage Count

Enter a number...

Description of Floor Damage

Write something...

Appliance Condition (Refrigerator)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Condition of Carpets/Flooring

- ☐ Clean & Like New
- ☐ Minor Stains/Wear
- ☐ Significant Stains/Damage

Number of Missing Blinds/Curtains

Enter a number...

Any Other Interior Issues?

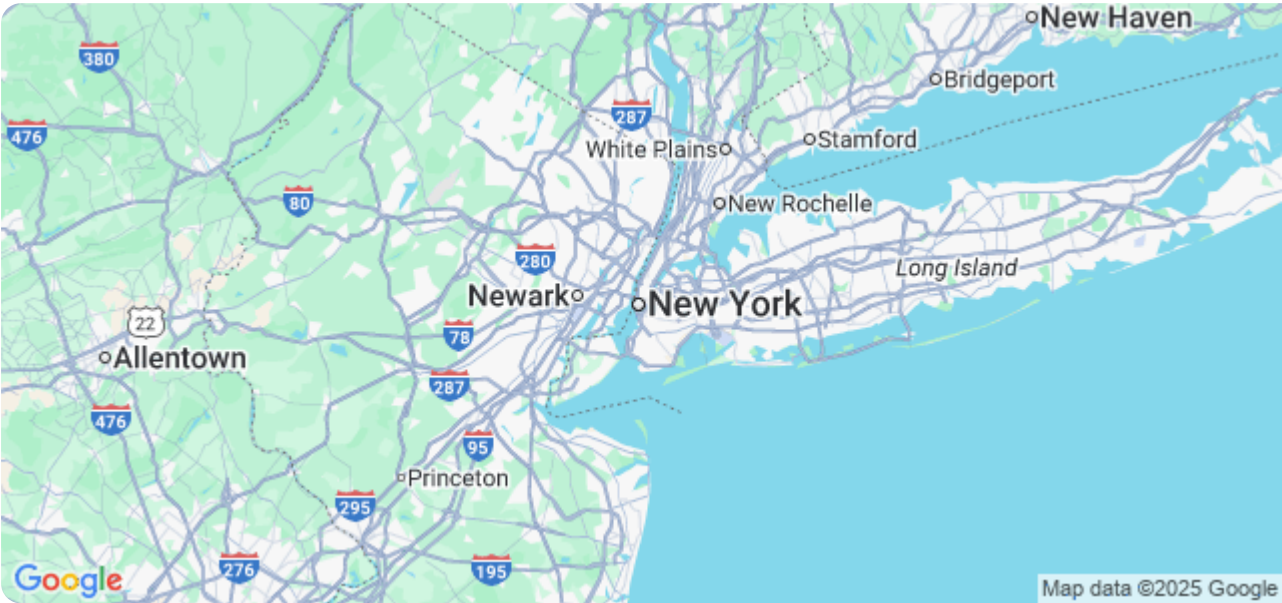
Write something...

Property Inspection - Exterior

Assessment of the exterior condition including landscaping, patios, and common areas.

Landscaping Condition (Grass, Shrubs, Trees)





Sprinkler System Functionality (0-10, 10 being fully functional)

Patio/Deck Condition

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor


Exterior Damage Observed

- ☐ Cracked Siding
- ☐ Damaged Gutters
- ☐ Broken Windows
- ☐ Faded Paint
- ☐ None

Detailed Notes on Exterior Condition

Write something...

Exterior Photos

 Upload File

Cleaning & Repairs

Tasks related to cleaning and necessary repairs after the tenant has vacated.

Detailed Cleaning Notes

Write something...

Areas Requiring Cleaning (Select All That Apply)

- ☐ Kitchen
- ☐ Bathrooms
- ☐ Floors
- ☐ Walls
- ☐ Windows
- ☐ Appliances
- ☐ Carpets/Rugs

Estimated Repair Cost

Enter a number...

Description of Required Repairs

Write something...

Repair Priority (Select One)

- ☐ High
- ☐ Medium
- ☐ Low

Repair Completion Date (Target)

Enter date...

Photos of Damage/Repairs Needed

 Upload File

Utilities & Final Billing

Confirmation of final utility readings and bill processing.

Final Utility Reading Date

Enter date...

Final Electric Meter Reading

Enter a number...

Final Gas Meter Reading

Enter a number...

Final Water Meter Reading

Enter a number...

Utility Company - Electric

☐ Company A

☐ Company B

☐ Other

Notes Regarding Utilities (e.g., abnormal readings)

Write something...

Billing Responsibility - Utilities

- ☐ Tenant
- ☐ Landlord
- ☐ Split

Documentation & Record Keeping

Final steps for documenting the move-out process and retaining records.

Move-Out Date (Actual)

Enter date...

Condition Report Summary (for record)

Write something...

Photos/Videos of Property Condition

 Upload File

Security Deposit Disposition

- ☐ Returned in Full
- ☐ Partial Return - See Notes
- ☐ Full Forfeiture - See Notes

Notes on Security Deposit (if applicable)

Write something...

Property Manager Signature

Date of Record Completion

Enter date...