



## MANDATORY TENANT MOVE-IN CHECKLIST

ADDRESS OF TENANCY: \_\_\_\_\_ DATE: \_\_\_\_\_

This checklist helps tenant and landlords avoid any discrepancies upon lease termination. Documenting the condition of the property yourself, not only protects you, but it also helps us know what to expect when you move out. **Please send us and pictures along with this checklist within five (5) days of your move-in to support your findings to [maintenance@baytreepm.com](mailto:maintenance@baytreepm.com) - subject line "Address – Move-In Checklist".**

**Things to document: Broken / damaged / missing items**  
**\*\* Appliance, please run all the appliances once to ensure they are all working, even if you plan on not using it.**

<b>Overview of inspection</b> (add additional spaces such as rooms, deck, storage, etc. in the blank spaces below)			
<b>Rooms in rental:</b>	<b>Condition</b>	<b>Notes:</b>	
Living room			
Dining room			
Kitchen			
Bathroom 1			
Bathroom 2			
Bedroom 1			
Bedroom 2			
Den			
<b>Detailed check</b>			
<b>Bathroom(s)</b>		<b>Kitchen area</b>	
Faucets	Bath	Fridge	Cupboards
Toilet	Other:	Stove	Other:
Shower		Sink	
Sink		Countertop	
<b>Other items inspected</b>	<b>Condition</b>	<b>Notes:</b>	
Windows			
Carpets			
Hardwood flooring			
Other flooring			
Heating/AC			
Locks			
<b>Details of existing damages found in rental unit:</b>			



**ADDITIONAL NOTES:**

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By signing below, I/we the tenant(s):

- Acknowledge that unless reported on the checklist above or reported by Baytree Property Management Inc. in writing, any items that need repair or replacement will be the tenant's responsibility and will be charged at the quoted prices if not repaired or replaced prior to the termination of the lease.
- Acknowledge that any deficiencies that arise from the tenant's misuse or undue damage must be repaired or replaced at the tenant's expense.

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**TENANT (A) - FULL LEGAL NAME** **SIGNATURE**

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**PRIMARY PHONE NUMBER** **PRIMARY EMAIL ADDRESS**

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**EMERGENCY CONTACT NAME** **PHONE NUMBER** **RELATION TO TENANT (A)**

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**TENANT (B) - FULL LEGAL NAME** **SIGNATURE**

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**PRIMARY PHONE NUMBER** **PRIMARY EMAIL ADDRESS**

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**EMERGENCY CONTACT NAME** **PHONE NUMBER** **RELATION TO TENANT (B)**