



What to Include in the Rental Inspection Checklist

The move- in Checklist should include all the following relevant property information:

Property information:

- The properties name (if any), address, and apartment number
- Your and the Landlords or property manager name
- The move-in inspection date
- The move-out inspection date

Living room:

- Doors, locks and hardware (Paint-chips, discolored, scratches)
- Walls and ceiling (is wallpaper intact?, discolored, stained, freshly painted)
- Floor and or carpet (Scratches, cracks, stains)
- Smoke Alarm (Check with Landlord if function properly)
- Fireplace (Cracks, Stains, discolored)
- Light fixtures
- Windows, window locks (holes in frame, discolored, stained)
- Window sills (crack or water stains)
- Rolladen (properly functioning, electric or manual)
- Outlets

Kitchen:

- Refrigerator (cracks in basket)
- Dishwasher (ask for Dishwasher salt)
- Sink (calcium built up, scratches)
- Plumbing (garbage disposal etc.)
- Cabinets and inside drawers (Paint chips, cracks, stains, discolored)
- Doors and Pantry (Paint-chips, cracks, discolored)
- Light fixtures
- Stovetop (scratches, stains, check if working)



- Oven, fan and range hood (check if lights are working)
- Floor (Cracks, scratches)
- Counters (Chipped, stained)
- Walls and ceilings
- Fire extinguisher
- Outlets
- Window, window locks (holes in frame, discolored, stained)
- Window sills (cracked, water stains)

Ensure Landlord explains Dishwasher salt usage (for example SOMAT, it can be purchased at any local store and the commissary).

Dining room:

- Walls and ceiling (is wallpaper intact?, discolored, stained, freshly painted)
- Floors and or carpet
- Window, window locks (holes in frame, discolored, stained)
- Outlets

Bathroom:

- Walls/Ceiling/Tiles (cracks, stains, holes in grouts and tiles)
- Flooring (cracks)
- Counter and surfaces (calcium built up)
- Sink and plumbing (calcium built up)
- Toilet
- Door, hardware and lock (Paint- chips, discolored, scratches)
- Inside drawers
- Bathtub and or shower (Calcium built up)
- Mounted hardware (Towel racks, shower rod)
- Outlets
- Light fixtures
- Windows, window lock (holes in frame, discolored, stained)



Bedroom:

- Walls and ceiling (is wallpaper intact?, discolored, stained, freshly painted)
- Floor and or carpet (stained, scratches)
- Closet
- Doors, locks and hardware (Paint- chips, discolored, scratches)
- Light fixtures
- Outlets
- Windows, window locks (holes in frame, discolored, stained)
- Rolladen (properly functioning, electric or manual)

Hallway

- Floor and or carpet (cracks, stained)
- Stairs and banisters (stairs look used, color fainting)
- Doors and locks
- Carbon monoxide detector
- Walls (scratches, stains)

Garage and or basement:

- Garage door and openers
- Light fixtures
- Door and locks
- Outlets
- Floor
- Walls
- Stairs (stairs look used, color fainting)
- Miscellaneous (i.e. fans, dehumidifiers etc.)

Other:

- Air Conditioning
- Heating system (let Landlord explain)
- Vents



- Patio, Balcony, terrace, deck, porch (weeds, Moos, broken tiles)
- Parking area (oil stains)
- Entryway (broken tiles)
- Landscaping and or garden area (cleaned up, weeds etc)
- Awning (Ensure it works properly, stains, moldy)

Meter readings:

- Take picture of Electricity, Gas and Water
- Fill out UTAP paperwork
- Bring Pictures, rental contract and UTAP paperwork to UTAP office

Keys:

- State the number of keys received and what they pertain too (example: 1 Mailbox key, 1 Main door keys etc.)

Have Landlord/ POC confirm all smoke detectors work properly.

It is the tenants financial responsible to obtain any additional keys or remotes.

All appliances should function, refer to owner's manual or instruction manual before using all appliances.

Move in Check List will include all of the above, but not limited to because it may have other features not listed. Inspect every features condition, so that tenant will not be held responsible for it and note on the protocol.

Move out Inspections

Kitchen and all appliances are to be cleaned thoroughly.



Bathrooms:

- Focusing on shower/ shower head/ bathtub and faucet require to be free of calcium
- Shower glass requires to be free of calcium

Other rooms:

- Remove all nails from walls and patch up the larger holes which were caused by drilling into the wall
- Replace nonfunctioning light bulbs
- Stains and discoloration on the walls that exceed normal wear and tear need to be cleaned (for example magic eraser)

Return yard in a maintained state (cut grass, weed removal).

Final Process of Paperwork:

- Meter readings, take pictures for UTAP to close out account
- Check with Landlord that rent is paid in full until move- out day
- When damages occurred, Landlord will determine how much will be kept from security deposit
- Landlord can keep 3 times the utility cost for reconciliation
- Note on protocol what amount will be transferred back immediately
- Final key count
- Keep important communication remarks and special agreements between you and the Landlord on the move- out protocol
- Provide Landlord with your local Bank and stateside Bank info (IBAN number and/or routing and account number)
- After completion of the move out inspection checklist, add “NO FURTHER CLAIMS” on the protocol
- Both parties then need to sign and date and each should retain a copy for their record

