GENTLETOOLS / FREE RESOURCE SERIES

HOME / 8 PAGE EDITION

Rental Move-In Inspection Checklist PDF

Document room conditions, photo evidence, keys and unresolved issues without relying on memory.

NOT JUST AN EMPTY FORM

A dated, factual move-in inspection record can make it easier for residents and property contacts to discuss existing wear, access concerns and repairs without guessing how an issue arose.

THE FOUR-STEP WORKFLOW

1. Define what is known

2. Track actual events and evidence

3. Compare before deciding

4. Assign the next concrete action

Record label

Record keeper / reference

- [ ] Separate estimates and verified facts
- [ ] Keep sensitive data secure

No login or email gate. Information you enter stays in the PDF.

RENTAL CONDITION ISSUES BOARD

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Identify the property, inspection date, rooms and responsible contacts.

STEP 2 Record observed room conditions, photo reference IDs and relevant dimensions.

STEP 3 Report unresolved differences through the agreed channel, and keep a dated acknowledgment.

STEP 4 Which fact or document still needs checking?

RENTAL CONDITION ISSUES BOARD

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

INSPECTION DATE	ROOM / OBSERVED CONDITION	PROPERTY CONTACT	ISSUE STATE	PHOTO CODE / ACKNOWLEDGEMENT

Outstanding question or record to confirm

RENTAL CONDITION ISSUES BOARD

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

INSPECTION DATE	ROOM / OBSERVED CONDITION	PROPERTY CONTACT	ISSUE STATE	PHOTO CODE / ACKNOWLEDGEMENT

Outstanding question or record to confirm

RENTAL CONDITION ISSUES BOARD

Compare with evidence

WHAT THIS DOCUMENT HELPS WITH

A dated, factual move-in inspection record can make it easier for residents and property contacts to discuss existing wear, access concerns and repairs without guessing how an issue arose.

1. Current facts

CURRENT	OPTION	EVIDENCE

2. Alternative course

CURRENT	OPTION	EVIDENCE

3. Uncertain information

CURRENT	OPTION	EVIDENCE

Working conclusion or question

Review by

RENTAL CONDITION ISSUES BOARD

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Identify the property, inspection date, rooms and responsible contacts.

Concrete next action	Owner / due

ACTION 2 Record observed room conditions, photo reference IDs and relevant dimensions.

Concrete next action	Owner / due

ACTION 3 Report unresolved differences through the agreed channel, and keep a dated acknowledgment.

Concrete next action	Owner / due

IMPORTANT CONTEXT

Not legal advice or a legally required checklist. Check local tenancy, deposit and inspection rules; keep keys, photos and private address details secure.

- [ ] Source checked
- [ ] Next action assigned

RENTAL CONDITION ISSUES BOARD

Review a worked example

FICTIONAL EXAMPLE

Fictional example: a 4 cm discoloration is noted behind the kitchen sink on the move-in date; photograph K-03 and an email reference are stored privately for follow-up.

BEFORE YOU RELY ON YOUR RECORDS

- [ ] Facts distinguished from estimates
- [ ] Dates, units and totals checked
- [ ] Source evidence saved separately
- [ ] Private identifiers protected

What will be improved next time?

Not legal advice or a legally required checklist. Check local tenancy, deposit and inspection rules; keep keys, photos and private address details secure.

RENTAL CONDITION ISSUES BOARD

Room condition evidence

This page is tailored to the topic. Use it to check key items before closing your file.

AREA	OBSERVED	PHOTO / RESPONSE
Floors and walls		
Kitchen fixtures		
Bathroom condition		
Doors and windows		
Keys and agreed follow-up		

One additional item to check