

Move-in and move-out inspection record

Fill this out with the tenant present where possible, at move-in and again at move-out. A record without photos is an opinion. A record with photos is evidence.

Checked 2026-09-26

Roundhouse Maintenance Group, <https://roundhousegroup.ca/resources/move-in-move-out-inspection/>

How to use it

Walk the unit room by room. Rate each item, write what you see in plain words and take a photo of anything that is not new or not clean. Sign and date both copies, and give the tenant one.

Unit information

- Address and unit number.
 - Tenant name and move-in or move-out date.
 - Who conducted the inspection.
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Kitchen

- Walls, ceiling and floor.
 - Cabinets, counters and backsplash.
 - Fridge, stove, range hood, dishwasher and microwave: clean and working.
 - Sink, faucet and shut offs: no leaks.
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Bathrooms

- Walls, ceiling, floor and grout.
- Tub or shower, toilet, sink and faucets.
- Exhaust fan.
- Mirror and vanity.

 Message us

Bedrooms and living areas

- Walls, ceiling and floor, room by room.
- Windows, screens and locks.
- Closets: doors, rods and shelving.
- Light fixtures, switches and outlets.

Doors, locks and safety

- Entry door, deadbolt and weatherstripping.
- Smoke and carbon monoxide alarms: present and tested.
- Thermostat and visible heating or cooling equipment.

Outdoor space, if any

- Balcony, patio or yard.
- Parking spot or locker.

Sign off

- Tenant signature and date.
- Landlord or property manager signature and date.
- Note any item both parties disagree on, in the tenant's own words if they give one.

Undue damage caused by the tenant, another occupant or someone they let in can be claimed at the Landlord and Tenant Board, but normal wear and tear cannot. See charging a tenant for damage in Ontario.

Sources

Residential Tenancies Act, 2006, S.O. 2006, c. 17, sections 34 and 89 <https://www.ontario.ca/laws/statute/06r17>