

Tenant Move-Out Checklist

Tick each item, photograph it, and keep the evidence dated.

LIVING ROOM

- ☐ Walls: marks, nail holes, cracks
- ☐ Floor: scratches, stains, loose tiles
- ☐ Ceiling & fan: dust, wobble, damp patches
- ☐ Windows: glass, latches, mosquito mesh
- ☐ Switches, sockets & light fittings
- ☐ Curtain rods and fixtures

KITCHEN

- ☐ Counter & backsplash condition
- ☐ Sink, tap and drainage
- ☐ Cabinet doors, hinges, handles
- ☐ Chimney / exhaust fan
- ☐ Gas point and regulator
- ☐ Grease or burn marks on walls

BEDROOM(S)

- ☐ Walls and paint condition
- ☐ Wardrobe interiors, shelves, locks
- ☐ Floor and skirting
- ☐ AC unit: filter, remote, cooling
- ☐ Windows, curtains, blinds
- ☐ Door locks and keys

BATHROOM(S)

- ☐ Tiles, grout and any cracks
- ☐ Taps, shower, geyser working
- ☐ Drainage speed, any leaks
- ☐ WC seat, flush, cistern
- ☐ Mirror, cabinet, towel rails
- ☐ Seepage or mould on walls/ceiling

Tenant Move-Out Checklist

Continued

BALCONY / UTILITY

- ☐ Railing stability and rust
- ☐ Floor drainage and tiles
- ☐ Washing machine point
- ☐ Grill, door and lock
- ☐ Any stored items removed

APPLIANCES & FURNITURE

- ☐ Fridge, washing machine, oven
- ☐ Every fan, light and AC tested
- ☐ Beds, sofas, tables, chairs
- ☐ Inventory count matches agreement
- ☐ Remotes, keys and manuals returned

BEFORE HANDING OVER THE KEYS

- ☐ Deep clean every room
- ☐ Repaint or patch agreed damage
- ☐ Clear all rubbish
- ☐ Final meter readings (electricity, water, gas)
- ☐ Settle all utility bills and get receipts
- ☐ Photograph every room again, dated
- ☐ Return all keys and count them
- ☐ Get a written deposit-return acknowledgement