



Apartment
Maintenance *Pro*

APARTMENT MOVE-OUT INSPECTION FORM

A Professional Room-by-Room Inspection Checklist for
Apartment Maintenance Teams

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Helping Apartment Maintenance Teams Complete Better Apartment Turns



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Property Information

Complete this section before beginning the move-out inspection.

Property Name:

Apartment #:

Building:

Resident Name:

Inspection Date:

Inspector:

Move-Out Date:

Unit Status

☐ Excellent ☐ Good ☐ Fair ☐ Poor

General Inspection

- ☐ Keys Returned
- ☐ Mailbox Key Returned
- ☐ Garage Remote Returned
- ☐ Personal Property Left Behind
- ☐ Trash Removed
- ☐ Photos Documented

Notes:

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Room-by-Room Insprection

Inspect each area and indicate whether it is acceptable, requires repair, or requires replacement.

Area	OK	Repair	Replace	Notes
Kitchen	☐	☐	☐	
Bathroom	☐	☐	☐	
Living Room	☐	☐	☐	
Bedrooms	☐	☐	☐	
Flooring	☐	☐	☐	
Paint	☐	☐	☐	
HVAC	☐	☐	☐	
Electrical	☐	☐	☐	

Final Approval

- ☐ Ready for Make-Ready
- ☐ Additional Repairs Required

Inspector Signature:

Supervisor Signature:

Date: