

# Move-In Checklist

LEDGER LANE

Starter Edition — the 14 things to check before the boxes arrive    Count the lines, not the listing.

Property: \_\_\_\_\_ Date: \_\_\_\_\_ Tenant: \_\_\_\_\_

- ☐ 1. Photograph every room before furniture goes in — one wide shot, then each corner.
- ☐ 2. Photograph every wall mark, scuff, stain and appliance surface up close.
- ☐ 3. Test every light switch, outlet and ceiling fan; note dead bulbs and wobblers.
- ☐ 4. Run every faucet for a minute; look under each sink for drips and water stains.
- ☐ 5. Flush every toilet; note running tanks, weak flushes and slow drains.
- ☐ 6. Press-test every smoke and CO alarm; write down battery dates.
- ☐ 7. Pull the furnace filter; photograph the size label so the next one is easy.
- ☐ 8. Run a short cycle on oven, dishwasher, washer and dryer; listen for odd noises.
- ☐ 9. Note the water-heater temperature setting and photograph its label.
- ☐ 10. Record electric, gas and water meter readings — with a dated photo of each.
- ☐ 11. Test garage remotes, all door locks, deadbolts and window latches.
- ☐ 12. Count and photograph every key, fob and remote handed over.
- ☐ 13. Walk the exterior: gutters, hose bibs, AC unit, fences, yard and driveway.
- ☐ 14. Landlord and tenant both sign and date this sheet; each keeps a copy.

## Want the full system?

The complete Tenant Welcome Kit + Move-In / Move-Out Kit (forms, condition reports and logs) live in the Ledger Lane shop on Etsy — find every tool at [ledgerlanetools.com](https://www.ledgerlanetools.com).