

DoneTrace — Property Inspection Sample Pack

Move-in, move-out, and turnover checklists with photo-proof workflows. Free sample from donetrace.com.

What's inside

- Move-in inspection checklist (40 items)
- Move-out inspection checklist (38 items)
- Turnover / make-ready checklist (22 items)
- Damage documentation template
- Tenant sign-off page

Move-in Inspection Checklist

#	Area / Item	Condition	Notes / Photo
1	Front door: locks, keys, weather-stripping		
2	Entryway: floor, walls, light fixtures		
3	Living room walls & baseboards		
4	Living room flooring & carpet		
5	Windows, screens, blinds		
6	Kitchen cabinets & drawers		
7	Kitchen countertops & backsplash		
8	Refrigerator interior & exterior		
9	Oven, stovetop, range hood		
10	Dishwasher operation		
11	Sink, faucet, garbage disposal		
12	Bathroom 1: toilet, flush, seal		
13	Bathroom 1: tub/shower, grout, caulk		
14	Bathroom 1: sink, vanity, mirror		
15	Bathroom 2 (if applicable)		
16	Bedroom 1 walls, floor, closet		
17	Bedroom 2 walls, floor, closet		
18	Hallway walls & flooring		
19	Laundry hookups, dryer vent		
20	HVAC filter & thermostat		
21	Smoke & CO detectors (test)		
22	Water heater condition		
23	Electrical outlets & switches		
24	Interior doors & locks		
25	Ceiling fans & light bulbs		
26	Basement / storage areas		
27	Garage door & opener		
28	Exterior siding & paint		

29	Roof, gutters, downspouts		
30	Driveway & walkway condition		
31	Fencing & gates		
32	Yard, landscaping, sprinklers		
33	Deck / patio surfaces		
34	Mailbox & house numbers		
35	Pool / spa (if applicable)		
36	Utility meter readings		
37	Existing damage (photograph)		
38	Cleanliness overall		
39	Odors or pest signs		
40	Tenant walkthrough sign-off		

Move-out Inspection Checklist

#	Area / Item	Condition	Notes / Photo
1	Keys returned (count)		
2	Forwarding address on file		
3	Front door & locks		
4	Entry flooring & walls		
5	Living room walls (nail holes)		
6	Living room floors (stains, scratches)		
7	Windows & blinds intact		
8	Kitchen cabinets cleaned inside		
9	Countertops & backsplash		
10	Refrigerator: cleaned, defrosted		
11	Oven & stovetop cleaned		
12	Dishwasher run empty		
13	Sink, faucet, disposal		
14	Bathroom 1: toilet clean, functional		
15	Bathroom 1: tub/shower scrubbed		
16	Bathroom 1: mirror, vanity		
17	Bathroom 2 (if applicable)		
18	Bedroom 1 walls & floor		
19	Bedroom 2 walls & floor		
20	Hallways & stairs		
21	Laundry area cleaned		
22	HVAC filter replaced		
23	Smoke & CO detectors present		
24	Water heater area		
25	All light bulbs working		
26	All personal items removed		
27	Trash removed from property		
28	Carpets vacuumed / cleaned		

29	Hard floors mopped		
30	Baseboards wiped		
31	Interior doors intact		
32	Exterior: yard mowed		
33	Exterior: no debris		
34	Garage empty & swept		
35	Utility final readings		
36	Photograph damage vs. move-in		
37	Deductions itemized		
38	Deposit reconciliation		

Turnover / Make-Ready Checklist

#	Area / Item	Condition	Notes / Photo
1	Deep clean all rooms		
2	Repaint touch-ups		
3	Replace HVAC filter		
4	Test all appliances		
5	Replace smoke/CO batteries		
6	Rekey or change locks		
7	Inspect all caulking/grout		
8	Test all outlets & GFCIs		
9	Flush water heater		
10	Check window seals		
11	Replace burnt bulbs		
12	Check exterior lighting		
13	Landscape refresh		
14	Pest inspection		
15	Verify all keys / remotes		
16	Update photos for listing		
17	Verify utilities transfer		
18	Prepare welcome packet		
19	Final walk-through		
20	Photograph turnkey state		
21	Publish listing		
22	Schedule move-in inspection		

Run these digitally with photo proof

Every item in this pack is available as a live, sharable checklist on DoneTrace — with photo evidence, timestamps, tenant sign-off, and PDF export. Start free at donetrace.com.