



COMMERCIAL PROPERTY MOVE-IN / MOVE-OUT INSPECTION REPORT

Property Address: _____ Tenant Name: _____

Landlord/Manager: _____

Lease Start Date: _____ Lease End Date: _____

Inspection Type: ☐ Move-In ☐ Move-Out Inspection Date: _____

GENERAL INSTRUCTIONS:

- Both tenant and landlord (or their representatives) should inspect the property together.
- Use the checklist below to indicate the condition of each item.
- Note any existing damage, defects, or required repairs.
- Attach photos if necessary.
- Both parties should retain a signed copy.

Area / Item | Condition at Move-In | Notes (Move-In) | Condition at Move-Out | Notes (Move-Out)

Entry Doors/Locks	☐ Good ☐ Fair ☐ Poor	☐ Good ☐ Fair ☐ Poor
Windows/Glass	☐ Good ☐ Fair ☐ Poor	☐ Good ☐ Fair ☐ Poor
Flooring (tile, carpet etc)	☐ Good ☐ Fair ☐ Poor	☐ Good ☐ Fair ☐ Poor
Walls/Ceiling	☐ Good ☐ Fair ☐ Poor	☐ Good ☐ Fair ☐ Poor
Lighting Fixtures	☐ Good ☐ Fair ☐ Poor	☐ Good ☐ Fair ☐ Poor
Electrical Outlets	☐ Good ☐ Fair ☐ Poor	☐ Good ☐ Fair ☐ Poor
Plumbing (sinks, toilets)	☐ Good ☐ Fair ☐ Poor	☐ Good ☐ Fair ☐ Poor
HVAC System	☐ Good ☐ Fair ☐ Poor	☐ Good ☐ Fair ☐ Poor

Fire Safety Equipment	☐ Good ☐ Fair ☐ Poor	☐ Good ☐ Fair ☐ Poor
Kitchen/Break Area	☐ Good ☐ Fair ☐ Poor	☐ Good ☐ Fair ☐ Poor
Restrooms	☐ Good ☐ Fair ☐ Poor	☐ Good ☐ Fair ☐ Poor
Storage/Closet Areas	☐ Good ☐ Fair ☐ Poor	☐ Good ☐ Fair ☐ Poor
Exterior (parking, signage)	☐ Good ☐ Fair ☐ Poor	☐ Good ☐ Fair ☐ Poor
Other: _____	☐ Good ☐ Fair ☐ Poor	☐ Good ☐ Fair ☐ Poor

ADDITIONAL COMMENTS:

Move-In:

Move-Out:

Tenant Signature: _____ Date: _____

Landlord/Agent Signature: _____ Date: _____