

TENANT CHECKOUT FORM

Property Address: _____ Unit #: _____

Tenant Information:

Full Name(s): _____

Phone Number: _____

Email Address: _____

Move-Out Details:

Move-Out Date: _____

Forwarding Address: _____

Tenant's New Phone/Email: _____

Property Condition and Items Inspection:

Please indicate the condition and note any damages or missing items below:

Item / Area	Condition (Good/Fair/Poor)	Notes
Walls		
Floors		
Carpets		
Windows		
Doors & Locks		
Appliances		
Plumbing Fixtures		
Electrical Fixtures		
Heating/Cooling Systems		
Smoke Detectors		
Furniture (if furnished)		
Keys Returned (list keys):		
Other Comments:		

Tenant's Acknowledgements:

1. Tenant acknowledges that the property has been inspected and accepts the condition listed above.
2. Tenant affirms that all personal belongings have been removed from the property.
3. Tenant confirms that all keys provided at move-in have been returned unless noted above.
4. Tenant agrees that any damages beyond normal wear and tear will be deducted from the security deposit as permitted by law.

- 5. Tenant understands that failure to return keys or vacate the property may result in additional charges or legal action.
- 6. Tenant certifies that the forwarding address and contact information provided are accurate for the return of deposits and correspondence.
- 7. Tenant requests the final inspection report and security deposit disposition be sent to the forwarding address above.
- 8. Tenant agrees to comply with all terms of the original lease agreement during move-out and checkout procedures.

Signatures:

TENANT'S SIGNATURE

LANDLORD / AGENT SIGNATURE

Date: _____

Date: _____

Printed Name: _____

Printed Name: _____

This Tenant Checkout Form is intended to document the condition of the rental unit at move-out and to facilitate security deposit disposition in accordance with applicable United States federal, state, and local laws. Completion and signing of this form do not waive any rights or remedies available under the lease agreement or by law, nor do they constitute a final accounting or settlement of claims except as may be expressly agreed in writing by the parties.

Original source of this document:

<https://formtemplate-us.com/tenant-checkout-form/>

Did you find this template helpful?

Find more updated templates at:

<https://formtemplate-us.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.