**Moving in/out check list –**

**Tenant, name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of picking up the key:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Description** | **OK** | **Insufficient** | **Notes** |
|  | Room, cleaning |  |  |  |
| 1 | Floor |  |  |  |
| 2 | Behind and under the bed |  |  |  |
| 3 | Skirting boards |  |  |  |
| 4 | The radiator, if any |  |  |  |
| 5 | Windows |  |  |  |
| 6 | Door and door frame |  |  |  |
| 7 | Wardrobe, if any |  |  |  |
| 8 | Surfaces |  |  |  |
|  |  |  |  |  |
|  | Other, cleaning |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please, describe any damages to floors, walls, etc. to prevent any disagreements when terminating the lease.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Room, maintenance |  |  | **Notes** |
|  | Floors |  |  |  |
|  | Walls |  |  |  |
|  | Windows |  |  |  |
|  | Other |  |  |  |

Furniture provided by the International Centre

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Room, furniture | **OK** | **Missing** | **Notes** |
|  | Desk |  |  |  |
|  | Desk lamp |  |  |  |
|  | Office chair |  |  |  |
|  | Protection under the office chair |  |  |  |
|  | Wardrobe or similar |  |  |  |
|  | Box mattress |  |  |  |
|  | Matress pad (cover mattress) |  |  |  |
|  | Ceiling lamp |  |  |  |
|  | Curtains/blinds |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Bathroom, cleaning and maintenance |  |  |  |
| Toilet |  |  |  |
| Shower cubicle |  |  |  |
| Fixtures |  |  |  |
| Sink |  |  |  |
| Shelves |  |  |  |
| Floor |  |  |  |
| Skirting boards |  |  |  |
| Mirrow |  |  |  |
| Radiator, if any |  |  |  |
| Window including the frames, if any |  |  |  |
| Door and door frame |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Kitchen, cleaning and maintenance |  |  |  |
| Oven, oven plates and grate |  |  |  |
| Hotplates |  |  |  |
| Range hood |  |  |  |
| Fridge |  |  |  |
| Freezer |  |  |  |
| Sink |  |  |  |
| The inside of the drawers and cupboard |  |  |  |
| Surface: |  |  |  |
| Dining table |  |  |  |
| Chairs |  |  |  |
| Windowsill |  |  |  |
| Kitchen table |  |  |  |
| Skirting boards |  |  |  |
| Top and side of all  cupboards and fridge |  |  |  |
| Walls |  |  |  |

**Comments**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tenant, signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Landlord, signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**