

Standard Operating Procedure (SOP): Move-in and Move-out Inspection Procedures

This SOP details **move-in and move-out inspection procedures**, covering the systematic evaluation of property conditions before a tenant occupies the premises and after they vacate. It includes checklists for documenting existing damages, cleanliness standards, appliance functionality, and safety features. The process ensures clear communication between landlords and tenants, minimizes disputes over security deposits, and maintains property integrity by identifying maintenance needs promptly.

Purpose

To provide a standardized method for conducting property inspections at the beginning and end of a tenancy to ensure fair evaluation and prompt identification of maintenance needs.

Scope

- All residential rental properties
- Landlords and property managers
- Incoming and outgoing tenants

Responsibilities

- **Landlord/Property Manager:** Schedule inspections, document findings, and communicate with tenants.
- **Tenant:** Participate in the inspection (optional but recommended), report concerns, and sign the inspection report.

Procedure

1. Preparation

- Schedule the inspection with the tenant, giving at least 24 hours' notice if required by law.
- Prepare inspection forms and checklists.
- Bring a camera or smartphone to document the condition with photos.

2. Move-in Inspection

1. Conduct the inspection with the tenant present whenever possible.
2. Systematically move through each room and area of the property, noting:
 - Pre-existing damages (e.g., scratches, dents, stains, holes)
 - Cleanliness standards
 - Working condition of appliances and fixtures
 - Safety features (e.g., smoke detectors, locks, windows, emergency exits)
3. Take photos of each room and any areas of concern.
4. Both landlord and tenant review and sign the completed inspection report; copies provided to both parties.

3. Move-out Inspection

1. Schedule the inspection as close as possible to the tenant's final move-out date.
2. Repeat the inspection process using the original move-in checklist for comparison.
3. Note any damages beyond normal wear and tear, cleanliness, functioning of appliances, and safety features.
4. Document with photos as needed.
5. Review findings with the tenant (if present) and have all parties sign the final inspection report.

4. Post-inspection

- Assess any deductions from the security deposit with documented evidence.
- Provide tenant with an itemized list of deductions (if any), as required by law.
- Schedule and complete necessary repairs or cleaning before the next occupancy.

Inspection Checklist (Sample)

- Walls, floors, and ceilings
- Windows and doors (including locks and screens)
- Lights and electrical outlets

- Heating/cooling systems
- Smoke and carbon monoxide detectors
- Kitchens: appliances, counters, sinks, cabinets
- Bathrooms: fixtures, plumbing, tiles, mirrors
- Bedrooms and closets
- Outdoor areas: yard, porch, garage
- General cleanliness and debris removal

Documentation

- Signed inspection checklist/reports for move-in and move-out
- Photographs documenting property condition
- Itemized list of deductions (if applicable)

References

- Local landlord-tenant laws regarding notice periods, inspection rights, and security deposit procedures
- Company policies and lease agreements