

Move-In Checklist

A day-one checklist for starting a tenancy properly: keys counted, meters read, deposit receipt issued, and documents exchanged.

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1. Handover details

Records when the handover happened and who attended.

2. Keys and access

Counts every key, card, and remote so the same number can be returned later.

3. Meter readings

Fixes the starting electricity and water figures, ideally with photos.

4. Money and documents

Confirms the deposit receipt, signed lease, and any advance rent are all in place.

5. Condition record

References the property condition checklist completed the same day.

6. Outstanding items

Lists anything the landlord still owes — repairs, cleaning, missing furniture — with agreed dates.

7. Acknowledgment

Both sides sign to confirm the handover happened as recorded.

Signatures — A

Signatures — B

Witness signature

Date: _____

Date: _____

Date: _____

PREVIEW