

# Move-Out Checklist

An end-of-tenancy checklist covering final meter readings, key return, condition comparison, and the deposit handback.

SAMPLE · finsafe.space

## 1. Walkthrough details

Records when the final inspection happened and who was there.

---

---

## 2. Condition comparison

Reviews each room against the move-in record and notes what changed.

---

---

## 3. Meters and bills

Captures closing readings and confirms final bills are settled or apportioned.

---

---

## 4. Keys returned

Counts every key and access item back against the move-in list.

---

---

## 5. Deductions

Itemizes any agreed deductions from the deposit with a cost against each.

---

---

## 6. Refund arrangement

States the refund amount, the payment method, and the date it is due.

---

---

## 7. Signatures

Both sides sign the record, including any disagreements noted on it.

---

---

\_\_\_\_\_  
Signatures — A

\_\_\_\_\_  
Signatures — B

\_\_\_\_\_  
Witness signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

PREVIEW