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