PAGE 01 · ROOM BY ROOM

Move-in and move-out inspection

Walk through together if you can. For each item, write what you see, for example “scratch, 10 cm, left of the closet door”, not just “good” or “fair”. Link each note to a photo number from the photo log on page 3. Switch on and test each appliance marked “tested”.

RENTAL UNIT ADDRESS _____ UNIT NO. _____

LANDLORD OR AGENT _____ TENANT(S) _____

TENANCY START DATE _____ MOVE-IN INSPECTION: DATE, TIME _____ MOVE-OUT INSPECTION: DATE, TIME _____

Entrance and hallways

ITEM	MOVE-IN CONDITION	MOVE-OUT CONDITION	NOTES, PHOTO NO.
Front door and lock			
Closet and doors			
Walls			
Ceiling			
Floor			
Light fixtures and switches			

Kitchen

ITEM	MOVE-IN CONDITION	MOVE-OUT CONDITION	NOTES, PHOTO NO.
Walls			
Ceiling			
Floor			
Cabinets and drawers			
Countertop			
Sink and taps			
Backsplash			
Fridge (tested)			
Stove and oven (tested)			
Range hood			
Dishwasher (tested)			
Microwave (tested)			
Lights and outlets			
Window and screen			

Laundry

ITEM	MOVE-IN CONDITION	MOVE-OUT CONDITION	NOTES, PHOTO NO.
Washer (tested)			
Dryer (tested)			
Taps and hoses			
Floor			

PAGE 02 · ROOM BY ROOM

Living areas, bathrooms and bedrooms

More than one bathroom or bedroom? Print this page again for each, and write which one it is.

Living and dining room

ITEM	MOVE-IN CONDITION	MOVE-OUT CONDITION	NOTES, PHOTO NO.
Walls			
Ceiling			
Floor or carpet			
Windows			
Window screens			
Blinds or coverings			
Doors			
Light fixtures			
Switches and outlets			
Baseboards			

Bathroom Which one _____

ITEM	MOVE-IN CONDITION	MOVE-OUT CONDITION	NOTES, PHOTO NO.
Walls			
Ceiling			
Floor			
Toilet			
Sink and taps			
Tub or shower			
Tiles and caulking			
Mirror and vanity			
Fan (tested)			
Towel bars			
Door			

Bedroom Which one _____

ITEM	MOVE-IN CONDITION	MOVE-OUT CONDITION	NOTES, PHOTO NO.
Walls			
Ceiling			
Floor or carpet			
Closet and doors			
Windows			
Screens			
Blinds or coverings			
Lights			
Switches and outlets			

PAGE 03 · COUNT, READ AND TEST

Keys, meters, alarms and photos

Keys, fobs and remotes

ITEM	NUMBER GIVEN AT MOVE-IN	NUMBER RETURNED AT MOVE-OUT	NOTES
Unit door keys			
Building or mailbox keys			
Fobs or access cards			
Garage or parking remotes			
Locker keys			
Other			

A refundable key or fob deposit can't be more than the expected cost of replacing them (O. Reg. 516/06, s. 17).

Meter readings only for utilities the tenant pays

UTILITY	METER NUMBER	MOVE-IN READING AND DATE	MOVE-OUT READING AND DATE
Electricity			
Gas			
Water			
Other			

Smoke and carbon monoxide alarms carbon monoxide alarms, where installed

LOCATION storey and spot	TYPE smoke, CO, combined	TESTED AT MOVE-IN date, time, initials	TESTED AT MOVE-OUT date, time, initials	NOTES

☐ Manufacturer's maintenance instructions given to the tenant, on SMOKE ALARMS _____ CO ALARMS _____

The landlord tests the smoke alarms, and any carbon monoxide alarms, every year and after every change in tenancy, with the test button, and records each test with what was done and its date and time (Fire Code, O. Reg. 213/07, Division B, 1.1.2.1, 6.3.3.8 and 6.3.4.8). Keep test records at least two years (1.1.2.2).

Photo log

PHOTO NO.	ROOM	WHAT IT SHOWS	DATE TAKEN

Photo set sent to the tenant on _____ by _____ (for example, email)

PAGE 04 · SIGN AND KEEP A COPY

Other areas and signatures

Other areas where they apply

ITEM	MOVE-IN CONDITION	MOVE-OUT CONDITION	NOTES, PHOTO NO.
Balcony or patio			
Storage locker			
Parking space or garage			
Cleanliness, overall			

Signatures each side keeps a signed copy

At move-in

LANDLORD OR AGENT

NAME

SIGNATURE DATE

TENANT(S)

NAME

SIGNATURE DATE

☐ Tenant declined to sign. Date

☐ Copy and photos given to the tenant. Date

At move-out

LANDLORD OR AGENT

NAME

SIGNATURE DATE

TENANT(S)

NAME

SIGNATURE DATE

☐ Tenant declined to sign. Date

☐ Copy and photos given to the tenant. Date

Other notes

Ontario notes

- Neither the Residential Tenancies Act (RTA) nor the standard lease requires this inspection, or any form for it. It's a record both sides keep.
- There's no damage deposit. The last month's rent deposit goes toward the last month's rent (RTA ss. 105, 106).
- The tenant repairs undue damage caused on purpose or through carelessness by them, someone living with them, or someone they let in. Normal wear and tear is the landlord's (RTA s. 34; LTB L2 instructions).
- While the tenant lives there, entering to inspect needs 24 hours' written notice naming a time between 8 a.m. and 8 p.m., unless the tenant agrees at the time (RTA ss. 26, 27).
- Damage claims go on form L2 while the tenant lives there, and on form L10 no later than one year after they move out (RTA s. 89). Keep this record and the photos at least that long.
- Unless the Board sets another deadline, the reports and photos go to the tenant and the Board at least 7 days before the hearing (LTB Rules of Procedure, Rule 19).
- No fee can be charged for the inspection (RTA s. 134; O. Reg. 516/06, s. 17).

Solved Property Management · 1-833-310-2888 · hello@solvedpm.com

General information for Ontario, not legal advice. Checked September 2026.
The full article: https://solvedpm.com/blog/move-in-move-out-inspection-ontario/