

Apartment Snag List Template

Apartment Snag List
for Tenant Transition

Property Address	
Date of Tenant Move-In	
Date of Tenant Move-Out	

Outgoing Tenant Signature	
Incoming Tenant Signature	

Property Checklist		Cost for Damage / Required Repairs	Condition at Lease Start	Condition at Lease End	Inspection Notes / Follow-Up Actions
Entryway and Doors					
Inspect door condition and security features					
Test locks, handles, and deadbolts					
Check weather stripping and door seals					
Living Room					
Examine walls for cracks, stains, or holes					
Check ceiling for stains or water damage					
Inspect flooring (carpet, wood, tile)					
Test all light fixtures and switches					
Ensure windows open/close and lock properly					
Kitchen					
Inspect cabinets and drawers					
Check countertops for stains, chips, or burns					
Test sink and faucet for leaks and drainage					
Confirm all appliances work					
Examine floor for damage or stains					
Test smoke and carbon monoxide detectors					
Bathroom(s)					
Test toilet for flushing and leaks					
Check sink, faucet, and shower					
Inspect tiles, grout, and caulking					
Ensure mirrors and cabinets are secure and clean					
Test extractor fan					
Bedroom(s)					
Inspect walls and ceilings for marks or damage					
Check floors for stains or damage					
Test all lights, outlets, and switches					
Ensure windows and locks work / inspect closets					
Utility / Laundry Area					
Test washer and dryer (if present)					
Inspect water heater for leaks					
Check utility connections, heating / cooling					
General and Safety					
Test smoke and CO detectors; replace batteries					
Inspect all power outlets and switches					
Ensure property is clean and free of odors					
Remove previous tenant trash/check for pests					
Exterior / Balcony / Patio					
Inspect railings and flooring					
Test doors and locks					

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