**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=12389&utm_source=template-word&utm_medium=content&utm_campaign=Apartment+Snag+List-word-12389&lpa=Apartment+Snag+List+word+12389)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** |  |  | *New* | *Excellent* | Notes |  |
| Inspect door condition and security features | **X** |  | *Good* | *Good* |  |  |
| Test locks, handles, and deadbolts | **X** |  | *Fair* | *Fair* |  |  |
| Check weather stripping and door seals |  |  | *New* | *Excellent* |  |  |
| **Living Room** |  |  | *Not Applicable* | *Not Applicable* |  |  |
| Examine walls for cracks, stains, or holes | **X** |  |  |  |  |  |
| Check ceiling for stains or water damage | **X** |  |  |  |  |  |
| Inspect flooring (carpet, wood, tile) |  |  |  |  |  |  |
| Test all light fixtures and switches |  |  |  |  |  |  |
| Ensure windows open/close and lock properly |  |  |  |  |  |  |
| **Kitchen** |  |  |  |  |  |  |
| Inspect cabinets and drawers | **X** |  |  |  |  |  |
| Check countertops for stains, chips, or burns |  |  |  |  |  |  |
| Test sink and faucet for leaks and drainage | **X** |  |  |  |  |  |
| Confirm all appliances work |  |  |  |  |  |  |
| Examine floor for damage or stains |  |  |  |  |  |  |
| Test smoke and carbon monoxide detectors |  |  |  |  |  |  |
| **Bathroom(s)** |  |  |  |  |  |  |
| Test toilet for flushing and leaks | **X** |  |  |  |  |  |
| Check sink, faucet, and shower |  |  |  |  |  |  |
| Inspect tiles, grout, and caulking |  |  |  |  |  |  |
| Ensure mirrors and cabinets are secure and clean | **X** |  |  |  |  |  |
| Test extractor fan | **X** |  |  |  |  |  |
| **Bedroom(s)** |  |  |  |  |  |  |
| Inspect walls and ceilings for marks or damage | **X** |  |  |  |  |  |
| Check floors for stains or damage | **X** |  |  |  |  |  |
| 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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