

RENTER MOVE CHECKLIST

24 Hours Before You Return the Keys

12 things to document before your rental handoff - in one calm, practical sequence.

THE SIMPLE RULE

Capture the wide view, the close-up, the context, and the original file. Keep everything together so you can find the record later.

A 30-MINUTE FINAL PASS

0-5 min	Set up one folder and confirm the handoff details.
5-20 min	Walk room by room: wide views first, then detail areas.
20-25 min	Record visible readings, keys, and handoff notes.
25-30 min	Back up the original files and note where they are stored.

Your 12-item documentation pass

Work in one direction through the rental. Finish each room before moving to the next, then handle keys and the final handoff record.

1

Confirm the handoff plan

Write down the date, time, location, contact, and agreed method for returning keys or access devices.

2

Review your instructions

Check your lease and any move-out instructions for requirements that apply to your rental.

3

Photograph every empty room

Take at least one clear wide view from the doorway before you begin close-ups.

4

Capture floors, walls, and windows

Use clear detail shots for the areas you want included in your record.

5

Record appliances and fixtures

Photograph the visible condition of included appliances, cabinets, plumbing fixtures, and built-ins.

6

Add context to detail photos

Name the room and exact area, then add one short neutral note describing what is visible.

7

Save visible meter readings

Where relevant, photograph the full display and note the date and location of the meter.

8

Count keys and access items

List and photograph the keys, fobs, remotes, parking passes, or other access items being returned.

9

Keep inspection notes

Save any written final-walkthrough or inspection notes with the rest of the record.

10

Save handoff communication

Keep the relevant message or email that confirms the time, method, or receipt of the handoff.

11

Organize original files

Place the original photos and notes in one folder. Avoid relying only on screenshots or compressed copies.

12

Back up and close the record

Save a second copy, note where it lives, and add a short line recording when the handoff was completed.

One-page handoff record

Use this page as an index to the files you collected. Keep sensitive account data, passwords, Social Security numbers, and payment details out of this worksheet.

Rental property / unit	Move-out date
Handoff date and time	Handoff method / location
Property contact	Forwarding contact shared? Yes / No

Keys and access items

Item	Quantity	Handoff note

Visible meter readings, if applicable

Meter / location	Visible reading	Photo file

File index

Main folder name	Backup location
File naming pattern: YYYY-MM-DD_Room_Area_01.jpg	Handoff confirmation saved as

FINAL NOTE

This checklist helps you organize a record. It does not determine legal rights or guarantee the result of a deposit, inspection, or dispute. Keep copies of the records that matter to you and check the rules that apply to your rental.