

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Landlord's Name]  
[Landlord's Address]  
[City, State, Zip Code]

Dear [Landlord's Name],

Subject: Move-In Checklist

I hope this message finds you well. As I prepare to move into [Property Address] on [Move-In Date], I would like to request a move-in checklist to ensure a smooth transition. This will help both of us document the condition of the property and clarify any responsibilities.

Please include the following items in the checklist:

1. General condition of the property (walls, floors, windows, etc.)
2. Working condition of appliances (fridge, oven, washer, etc.)
3. Heating and cooling systems
4. Plumbing fixtures (sinks, toilets, showers, etc.)
5. Electrical outlets and light fixtures
6. Security features (locks, alarms, etc.)
7. Exterior conditions (yard, driveway, etc.)

Additionally, please let me know if there are any specific rules or items that I should be aware of upon moving in.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Signature (if sending a hard copy)]