

Emergency (police, fire, ambulance) - Call 911

Host - contact details

Phone: _____
Email: _____
Other: _____

Guest - contact details

Phone: _____
Email: _____
Other: _____

Emergency home repairs contact

Name: _____
Address: _____

Phone: _____
Instructions: _____

Host emergency contact

Name: _____
Relationship: _____
Phone: _____

Guest emergency contact

Name: _____
Relationship: _____
Phone: _____

Home safety — location and instructions



Carbon monoxide



Fire extinguisher



Security alarm



Fire/smoke alarm



First aid kit



Fire exits


House rules

Smoking: _____
Vaping/e-cigarette: _____
Alcohol: _____
Marijuana: _____

Quiet time: _____
Visitors - daytime: _____
Visitors - overnight: _____
Social gathering: _____

Parking: _____
Vehicle storage: _____
Garage use: _____
Storage: _____

Laundry (days): _____
Dryer use: _____
Laundry rules: _____




 Garbage day: _____ Garbage rules: _____

 Recycling day: _____ Recycling rules: _____

 Yard waste/compost: _____







 Hazardous waste: _____

Shared items (Discuss how costs will be shared)


 Spices  Coffee/tea  Cleaning supplies  Tissue paper
 Rice/flour  Dish soap  Laundry detergent  Toilet paper

Other: _____


Cleaning/organizing rules (Review expectations and cleanliness standard)

Kitchen	 <input type="checkbox"/> Table/counter	Bathroom	 <input type="checkbox"/> Sink	Common areas	 <input type="checkbox"/> Floors
	 <input type="checkbox"/> Fridge/freezer		 <input type="checkbox"/> Toilet		 <input type="checkbox"/> Furniture
	 <input type="checkbox"/> Stove top		 <input type="checkbox"/> Bath/shower		 <input type="checkbox"/> Footwear
	 <input type="checkbox"/> Oven	Bedroom	 <input type="checkbox"/> Bedding		 <input type="checkbox"/> Sports equipment
	 <input type="checkbox"/> Dishes		 <input type="checkbox"/> General		 <input type="checkbox"/> Parking
	 <input type="checkbox"/> BBQ				

Kitchen - food and meals

 Meal sharing: will host and guest share any meals? _____

 Allergies: Host: _____ Guest: _____

 Cooking: How will you share the kitchen? _____

 Space to store food: _____

 Rules for appliance use: _____

Conflicts and Communication

Discuss how you will handle conflicts that could occur within the household. How will you communicate the problem and reach a solution so it does not occur again?

1. Not cleaning up (dirty dishes, spoiled food, or a mess, what if this continues?)
2. Using more than their "fair share" (shared food, toilet paper, electricity, water, etc.)
3. Break any of the house rules (noise, smoking, drinking, parking, etc.)
4. Language or behavior is unwelcomed/offensive (Host / Guest / Visitor)
5. Expectations and culture (What behavior is expected? What are your values?)
6. Discuss any other areas that need special attention or instructions.

Host has provided the following (Items must be returned at end of stay)

- Key / fob Bedding Hangers WiFi Password
 Door remote Towels Pillows Desk/chair

Other: _____

Damage inspection (Note condition at move-in and move-out)

	Init.	Move-in notes	Init.	Move-out notes
Bedroom				
Bathroom				
Furniture				
Walls				
Floors				
Kitchen				
Parking spot				

Host to initial box at move-in and move-out. If no damages write "none" in notes. Add extra page if needed. Take pictures of any damages at move-in and move-out.

Care and use instructions (Host to review any rules and precautions)

- TV Hot tub Sew/craft Vacuum/mop
 Computer Pool Lawn/yard Cleaning
 Stereo Gym Mail Garage/shop
 Internet Games room BBQ Strata/bylaw

Other: _____

Chores and responsibilities (Review expectations/instructions for Guest)

- Mail pickup Garden Babysit Meal preparation
 Lawn care Snow removal Pet care Vacuuming
 Yard work Car pool Tutor Cleaning

Other: _____

By signing below, both Host and Guest agree they have reviewed all sections of this move-in checklist and agree to all rules and expectations.

Date: _____ Signature: Host _____ Guest _____

