SettleJoy／安喜鑰

租屋退租　Rental move-out

https://settlejoy.pages.dev/move-out-checklist?utm_source=printable

地址／Address：_____　　日期／Date：_____　　姓名／Name：_____

■ 大門／玄關

Entrance

- ☐ 大門開關順暢、不卡門不磨地
  Front door opens and closes smoothly, no rubbing
- ☐ 每把鑰匙、門卡或密碼都能開鎖
  Every key, card or code opens the lock
- ☐ 門框與牆面交接處無裂縫、填縫完整
  No cracks where the door frame meets the wall
- ☐ 門扇、門框表面無刮傷凹痕
  Door and frame free of scratches and dents
- ☐ 門鈴／對講機可正常使用
  Doorbell / intercom works

■ 客廳／餐廳

Living / dining room

- ☐ 牆面無裂縫、破洞、汙漬，油漆均勻
  Walls have no cracks, holes or stains; paint is even
- ☐ 天花板無水漬、裂縫
  Ceiling has no water stains or cracks
- ☐ 地板無破損、刮痕或空鼓
  Floor not cracked, chipped, scratched or hollow-sounding
- ☐ 房門、門把、門鎖正常
  Room door, handle and lock work
- ☐ 窗戶開關上鎖順暢，紗窗、窗簾正常
  Windows open, close and lock; screens and blinds OK
- ☐ 窗框四周無滲水痕、無發霉
  No leak marks or mould around window frames
- ☐ 插座有電、接線正確
  Sockets are live and wired correctly
- ☐ 踢腳板、收邊條完整
  Skirting boards and trims intact
- ☐ 燈具與開關正常
  Lights and switches work

■ 臥室（每間）

Bedroom (each)

- ☐ 牆面無裂縫、破洞、汙漬，油漆均勻
  Walls have no cracks, holes or stains; paint is even
- ☐ 天花板無水漬、裂縫
  Ceiling has no water stains or cracks
- ☐ 地板無破損、刮痕或空鼓
  Floor not cracked, chipped, scratched or hollow-sounding
- ☐ 房門、門把、門鎖正常
  Room door, handle and lock work
- ☐ 窗戶開關上鎖順暢，紗窗、窗簾正常
  Windows open, close and lock; screens and blinds OK
- ☐ 窗框四周無滲水痕、無發霉
  No leak marks or mould around window frames
- ☐ 插座有電、接線正確
  Sockets are live and wired correctly
- ☐ 踢腳板、收邊條完整
  Skirting boards and trims intact
- ☐ 燈具與開關正常
  Lights and switches work

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■ 廚房

Kitchen

- ☐ 水槽排水順暢、下方管線無滲漏
  Sink drains well, no leaks underneath
- ☐ 龍頭冷熱水都正常出水
  Hot and cold water both work at the tap
- ☐ 檯面無缺角、裂痕、燙痕，與牆面填縫連續
  Worktop has no chips, cracks or burn marks; sealant is continuous
- ☐ 櫥櫃門片、鉸鍊、抽屜開關順暢且對齊
  Cupboard doors, hinges and drawers work and line up
- ☐ 抽油煙機／排風正常
  Cooker hood / extractor works
- ☐ 爐具、烤箱可啟動
  Hob and oven switch on
- ☐ 廚房插座有電
  Kitchen sockets are live
- ☐ 附屬家電可運作、內部清潔（冰箱、烤箱、洗衣機等）
  Supplied appliances work and are clean inside (fridge, oven, washer…)

■ 浴室（每間）

Bathroom (each)

- ☐ 地面排水順暢、無積水
  Floor drains well, no standing water
- ☐ 排水口無異味
  No drain smells
- ☐ 馬桶沖水、補水正常且固定不晃
  Toilet flushes, refills and is firmly fixed
- ☐ 洗手台排水順暢、下方無滲漏
  Basin drains well, no leaks underneath
- ☐ 淋浴／浴缸冷熱水與水壓正常
  Shower / bath: hot and cold water and pressure OK
- ☐ 磁磚無破裂、缺角、鬆動或空鼓
  Tiles not cracked, chipped, loose or hollow
- ☐ 矽利康填縫完整、無發霉
  Silicone sealant intact, no mould
- ☐ 抽風機運轉正常
  Extractor fan works
- ☐ 淋浴拉門／隔屏開關順暢、膠條完整
  Shower screen or door closes properly, seals in place

■ 陽台／工作陽台（每間）

Balcony / utility area (each)

- ☐ 地面排水順暢、無積水
  Floor drains, no standing water
- ☐ 欄杆牢固
  Railings are firm
- ☐ 洗衣機給水、排水位置正常
  Washing-machine water supply and drain are in place
- ☐ 落地門窗推拉順暢、可上鎖
  Balcony door or window slides and locks
- ☐ 熱水器安裝與排氣看起來正常
  Water heater / boiler looks properly installed and vented
- ☐ 牆面、天花板無水漬或白華
  No damp stains or white salt marks on walls or ceiling

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■ 全室共通

Whole home

- ☐ 電箱迴路有標示、漏電斷路器測試鈕會跳脫
  Breaker panel is labelled; RCD / GFCI test button trips
- ☐ 偵煙器（及法規要求的一氧化碳警報器）在位且可運作
  Smoke alarms (and CO alarms where required) present and working
- ☐ 拍下電表、水表、瓦斯表讀數
  Meter readings photographed (electricity, water, gas)
- ☐ 鑰匙、磁扣、遙控器清點並試用
  Keys, fobs and remotes counted and tested
- ☐ 暖氣／冷氣可運作
  Heating / air-conditioning works
- ☐ 所有燈具與開關正常、對應正確
  All lights and switches work
- ☐ 每個空間的清潔程度都拍照留底
  Cleanliness photographed room by room
- ☐ 沒有蟲害、潮濕或發霉跡象
  No signs of pests, damp or mould
- ☐ 家具與附屬物件清點並記錄狀況
  Furniture and furnishings listed with their condition

■ 車位、儲藏室與信箱

Parking, storage & mailbox

- ☐ 車位編號、位置與合約／租約相符
  Parking space number and location match the contract or lease
- ☐ 車位周邊無漏水、積水
  No leaks or standing water around the space
- ☐ 信箱、儲藏室可用你的鑰匙開啟
  Mailbox and storage unit are accessible with your keys

■ 文件與交接程序

Paperwork & handover

- ☐ 已與入住時的紀錄比對
  Compared with your move-in report
- ☐ 鑰匙全數歸還並取得收據
  All keys returned, with a receipt
- ☐ 已提供押金退還的聯絡地址或帳戶方式
  Forwarding address given for the deposit return
- ☐ 已保存備份檔或列印版
  Backup or printed copy saved