

Apartment Inspection

Move-in condition and deposit record

- ☐ Check the written deposit, rent, maintenance fees and payment account.
- ☐ Photograph each room and existing damage before moving belongings in.
- ☐ Test taps, hot water, drainage, heating and air-conditioning.
- ☐ Check doors, locks, windows, mould and signs of leaks.
- ☐ Record meter readings and agree who handles utilities.
- ☐ List furniture and appliances supplied, including condition.
- ☐ Confirm repair contacts and report defects in writing.
- ☐ Confirm applicable address / lease reporting and deposit-protection procedures with the local office.

Property address

Landlord / agent contact

Deposit and monthly rent

Move-in date / meter readings

Defects and photo references

Original Settle Seoul planning template · Prepared 13 October 2026.

Not a government form, legal advice or a complete official document list. Check current requirements with the responsible office. Personal details stay on your copy; Settle Seoul does not collect them.