



## **RENTAL PROPERTY INVENTORY CHECKLIST AND CONDITION FORM**

**(Move-In/Move-Out)**

**ADDRESS:** \_\_\_\_\_

**DATE OF INSPECTION:** \_\_\_\_\_

**The Inventory Checklist and Condition Form will be essential for determining which damages existed before your lease period began. It is important that you complete and return it within seven days or within the time stated in your lease, after you move in.**

### **Step 1**

**Fill it out in detail, noting any scratches, chips, holes, cracks and tears you find on any surface, including furnishings. If necessary, attach an extra piece of paper. All items are presumed to be in good condition unless noted otherwise. Test all locks, window latches, smoke detectors, and equipment.**

### **Step 2**

**Take photos ! Photograph all area of your apartment./house Be sure that the date is digitally stamped on each photo. This is proof of the condition of your apartment.**

### **Step 3**

**Give the original inspection form and copies of all photos to the landlord, and save a copy for yourself—attaché it to your lease or keep in your lease file. If you have roommates, it is best that each person keep a copy of the checklist and photos in his or her records, along with a copy of the lease and any attachments.**

**Your landlord will use your Inventory Checklist after you move out in order to determine what, if any, deductions to make from your security deposit for damages caused by you or your roommates.**



**ADDRESS:** \_\_\_\_\_

<b>A. Exterior Items</b>	<b>Move-In Comments</b>	<b>Move-Out Comments</b>
Mailbox	_____	_____
Fences & Gates	_____	_____
Pool/Spa & Equip.	_____	_____
Lawn, Trees & Shrubs	_____	_____
Roof & Gutters	_____	_____
Siding & Paint Drive	_____	_____
Front Door	_____	_____
Door Knob & Lock	_____	_____
Weatherstripping	_____	_____
Light/Bulb	_____	_____
Door Bell	_____	_____
Back Door	_____	_____
Door Knob & Lock	_____	_____
Weatherstripping	_____	_____
Door Light/Bulb	_____	_____
Patio Door	_____	_____
Door Knob & Lock	_____	_____
Weatherstripping	_____	_____
Door Light/Bulb	_____	_____
Water Shut-Off Valve Located? <input type="checkbox"/> yes <input type="checkbox"/> no	_____	_____
Other	_____	_____

<b>B. Garage</b>	<b>Move-In Comments</b>	<b>Move-Out Comments</b>
Ceilings & Walls	_____	_____
Floor	_____	_____
Auto Door Opener	_____	_____
Safety Reversal	_____	_____
Remotes	_____	_____
Garage Doors	_____	_____
Exterior Doors & Stops	_____	_____
Storage Room	_____	_____
Other	_____	_____



**C. Entry**

**Move-In Comments**

**Move-Out Comments**

Ceiling & Walls  
Paint & Wallpaper  
Doors & Door Stops  
Door Locks & Knobs  
Flooring  
Light Fixtures  
Windows & Screens  
Widow Latches  
Plugs & Switches  
Closet Shelves & Rods  
Cabinets  
Other

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**D. Living Room**

**Move-In Comments**

**Move-Out Comments**

Ceiling & Walls  
Paint & Wallpaper  
Doors & Door Stops  
Door Locks & Knobs  
Flooring  
Lights & Ceiling Fans  
Windows & Screens  
Widow Latches  
Drapes/Blinds/Shutters  
Plugs & Switches  
Closet Shelves & Rods  
Cabinets  
Fireplace  
Other

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**E. Dining Room**

**Move-In Comments**

**Move-Out Comments**

Ceiling & Walls  
Paint & Wallpaper  
Doors & Door Stops  
Door Locks & Knobs  
Flooring  
Lights & Ceiling Fans

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



Windows & Screens		
Widow Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
Other		

<b>F. Kitchen &amp; Breakfast</b>	<b>Move-In Comments</b>	<b>Move-Out Comments</b>
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Widow Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Pantry & Shelves		
Cabinets & Handles		
Drawers & Handles		
Countertops		
Range		
Oven		
Racks		
Knobs		
Broiler		
Vent Hood		
Light & Fan		
Filter		
Garbage Disposer		
Sink & Faucet		
Dishwasher		
Silver Basket		
Soap Dispenser		
Racks		
Refrigerator		
Ice Trays		
Shelves & Drawers		



**Butter Tray**  
**Light & Bulb**  
**Other**

_____	_____
_____	_____
_____	_____

**G. Halls**

**Move-In Comments**

**Move-Out Comments**

**Ceiling & Walls**  
**Paint & Wallpaper**  
**Doors & Door Stops**  
**Door Locks & Knobs**  
**Flooring**  
**Light Fixtures**  
**Plugs & Switches**  
**Closet Shelves & Rods**  
**Cabinets**  
**Other**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**H. Family Room**

**Move-In Comments**

**Move-Out Comments**

**Ceiling & Walls**  
**Paint & Wallpaper**  
**Doors & Door Stops**  
**Door Locks & Knobs**  
**Flooring**  
**Lights & Ceiling Fans**  
**Windows & Screens**  
**Widow Latches**  
**Drapes/Blinds/Shutters**  
**Plugs & Switches**  
**Closet Shelves & Rods**  
**Cabinets**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**I. Bedroom (1)**

**Move-In Comments**

**Move-Out Comments**

**Ceiling & Walls**  
**Paint & Wallpaper**  
**Doors & Door Stops**  
**Door Locks & Knobs**  
**Flooring**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



Lights & Ceiling Fans	_____	_____
Windows & Screens	_____	_____
Widow Latches	_____	_____
Drapes/Blinds/Shutters	_____	_____
Plugs & Switches	_____	_____
Closet Shelves & Rods	_____	_____
Cabinets	_____	_____
Other	_____	_____

J. Bedroom (2)	Move-In Comments	Move-Out Comments
Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____
Doors & Door Stops	_____	_____
Door Locks & Knobs	_____	_____
Flooring	_____	_____
Lights & Ceiling Fans	_____	_____
Windows & Screens	_____	_____
Widow Latches	_____	_____
Drapes/Blinds/Shutters	_____	_____
Plugs & Switches	_____	_____
Closet Shelves & Rods	_____	_____
Cabinets	_____	_____
Other	_____	_____

K. Bedroom (3)	Move-In Comments	Move-Out Comments
Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____
Doors & Door Stops	_____	_____
Door Locks & Knobs	_____	_____
Flooring	_____	_____
Lights & Ceiling Fans	_____	_____
Windows & Screens	_____	_____
Widow Latches	_____	_____
Drapes/Blinds/Shutters	_____	_____
Plugs & Switches	_____	_____
Closet Shelves & Rods	_____	_____
Cabinets	_____	_____
Other	_____	_____



<b>L. Bedroom (4)</b>	<b>Move-In Comments</b>	<b>Move-Out Comments</b>
<b>Ceiling &amp; Walls</b>	_____	_____
<b>Paint &amp; Wallpaper</b>	_____	_____
<b>Doors &amp; Door Stops</b>	_____	_____
<b>Door Locks &amp; Knobs</b>	_____	_____
<b>Flooring</b>	_____	_____
<b>Lights &amp; Ceiling Fans</b>	_____	_____
<b>Windows &amp; Screens</b>	_____	_____
<b>Widow Latches</b>	_____	_____
<b>Drapes/Blinds/Shutters</b>	_____	_____
<b>Plugs &amp; Switches</b>	_____	_____
<b>Closet Shelves &amp; Rods</b>	_____	_____
<b>Cabinets</b>	_____	_____
<b>Other</b>	_____	_____

<b>M. Bedroom (5)</b>	<b>Move-In Comments</b>	<b>Move-Out Comments</b>
<b>Ceiling &amp; Walls</b>	_____	_____
<b>Paint &amp; Wallpaper</b>	_____	_____
<b>Doors &amp; Door Stops</b>	_____	_____
<b>Door Locks &amp; Knobs</b>	_____	_____
<b>Flooring</b>	_____	_____
<b>Lights &amp; Ceiling Fans</b>	_____	_____
<b>Windows &amp; Screens</b>	_____	_____
<b>Widow Latches</b>	_____	_____
<b>Drapes/Blinds/Shutters</b>	_____	_____
<b>Plugs &amp; Switches</b>	_____	_____
<b>Closet Shelves &amp; Rods</b>	_____	_____
<b>Cabinets</b>	_____	_____
<b>Other</b>	_____	_____

<b>N. Bathroom (1)</b>	<b>Move-In Comments</b>	<b>Move-Out Comments</b>
<b>Ceiling &amp; Walls</b>	_____	_____
<b>Paint &amp; Wallpaper</b>	_____	_____
<b>Doors &amp; Door Stops</b>	_____	_____
<b>Door Locks &amp; Knobs</b>	_____	_____
<b>Flooring</b>	_____	_____
<b>Light Fixtures</b>	_____	_____

---







Cabinets & Handles		
Countertops		
Sinks & Faucets		
Tub/Shower & Faucets		
Toilet		
Heaters/Exhaust Fans		
Towel Fixtures		
Other		

Q. Utility Room	Move-In Comments	Move-Out Comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Light Fixtures		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets & Handles		
Countertops		
Sinks & Faucets		
Washer & Dryer		
W&D Connections		
Other		

R. Other	Move-In Comments	Move-Out Comments
Central A/C & Heat		
Filter		
Thermostat		
Window A/C Units		
Space or Wall Heaters		
Water Heater		
Water Softener		
Smoke Detectors		
Security System		
Other		



**Q. Number of Keys: Received Returned Received Returned**

Door keys: \_\_\_\_\_

Garage Door Openers: \_\_\_\_\_

Mailbox keys: \_\_\_\_\_

Laundry Room Keys: \_\_\_\_\_

Security Cards: \_\_\_\_\_

Recreational Facilities Keys: \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

The undersigned acknowledge that the above is an accurate assessment of the condition of the property as of the date signed.

\_\_\_\_\_  
Tenant Signature/Date

\_\_\_\_\_  
Tenant Signature/Date

\_\_\_\_\_  
Tenant Signature/Date

\_\_\_\_\_  
Tenant Signature/Date

\_\_\_\_\_  
Tenant Signature/Date

\_\_\_\_\_  
Tenant Signature/Date

\_\_\_\_\_  
Tenant Signature/Date

\_\_\_\_\_  
Tenant Signature/Date

\_\_\_\_\_  
Tenant Signature/Date

\_\_\_\_\_  
Tenant Signature/Date

\_\_\_\_\_  
Landlord Signature/Date

\_\_\_\_\_  
Landlord Signature/Date