

INVENTORY CHECKLIST (1 OF 4)

This inventory form is for the protection of both the tenant and the landlord.

You (the tenant) and the landlord or the landlord's agent should fill out the "Condition Upon Arrival" section of the form within three days of your moving in. If you request an initial inspection before you move out, you and your landlord or agent should conduct the initial inspection about two weeks before the end of the tenancy or lease term and fill out the "Condition Upon Initial Inspection" section. As soon as possible after you have moved out, the landlord or agent should fill out the "Condition Upon Departure" section. It's a good idea for you to be present during the final inspection, but the law does not require that you be present or that the landlord allow you to be present.

The landlord or agent should sign a copy of this form following each inspection, and you should sign following each inspection for which you are present. Both you and the landlord or agent should receive a copy of the form following each inspection.

Be specific and check carefully when completing this form. Among other things, look for dust, dirt, grease, stains, burns, and excess wear.

Additions to this form may be made as necessary. Attach additional paper if more space is needed, but remember to include copies for both the landlord and the tenant. Both parties should initial any additional pages after each inspection. Cross out any items that do not apply.

Address _____ Unit Number _____

Name of tenant(s) _____

ITEM	If applicable QUALITY	CONDITION UPON ARRIVAL	CONDITION UPON INITIAL INSPECTION	CONDITION UPON DEPARTURE
		Note condition, including existing damage and wear and tear. DATE: _____	Note deterioration beyond reasonable use and wear for which tenant is alleged to be responsible. DATE: _____	Note deterioration beyond reasonable use and wear for which tenant is alleged to be responsible. DATE: _____
Cupboards				
Floor covering				
Walls and ceiling				
Counter surfaces				
Stove and oven, range hood (broiler pan, grills, etc.)				
Refrigerator (ice trays, butter dish, etc.)				
Sink and garbage disposal				
Windows (draperies, screens, etc.)				
Doors, including hardware				
Light fixtures				

KITCHEN

INVENTORY CHECKLIST (2 OF 4)

ITEM	QUALITY If applicable	CONDITION UPON ARRIVAL Note condition, including existing damage and wear and tear. DATE: _____	CONDITION UPON INITIAL INSPECTION Note deterioration beyond reasonable use and wear for which tenant is alleged to be responsible. DATE: _____	CONDITION UPON DEPARTURE Note deterioration beyond reasonable use and wear for which tenant is alleged to be responsible. DATE: _____
LIVING ROOM				
Floor covering				
Walls and ceiling				
Windows (draperies, screens, etc.)				
Doors, including hardware				
Light fixtures				
BATHROOM				
Floor covering				
Walls and ceiling				
Shower and tub (walls, door, tracks)				
Toilet				
Plumbing fixtures				
Windows (draperies, screens, etc.)				
Doors, including hardware				
Light fixtures				
Sink, vanity, medicine cabinet				

INVENTORY CHECKLIST (3 OF 4)

ITEM	QUALITY If applicable	CONDITION UPON ARRIVAL Note condition, including existing damage and wear and tear. DATE: _____	CONDITION UPON INITIAL INSPECTION Note deterioration beyond reasonable use and wear for which tenant is alleged to be responsible. DATE: _____	CONDITION UPON DEPARTURE Note deterioration beyond reasonable use and wear for which tenant is alleged to be responsible. DATE: _____
Floor covering				
Walls and ceiling				
Closets, including doors and tracks				
Light fixtures				
Furnace/Air conditioner filter(s)				
Patio, deck, yard (planted areas, ground covering, fencing, etc.)				
Other (specify)				
HALLWAYS OR OTHER AREAS				
Floor covering				
Walls and ceiling				
Closet, including doors and tracks				
Windows (draperies, screens, etc.)				
Doors, including hardware				
Light fixtures				
BEDROOM 1				

INVENTORY CHECKLIST (4 OF 4)

ITEM	QUALITY If applicable	CONDITION UPON ARRIVAL Note condition, including existing damage and wear and tear. DATE: _____	CONDITION UPON INITIAL INSPECTION Note deterioration beyond reasonable use and wear for which tenant is alleged to be responsible. DATE: _____	CONDITION UPON DEPARTURE Note deterioration beyond reasonable use and wear for which tenant is alleged to be responsible. DATE: _____
BEDROOM 2				
Floor covering				
Walls and ceiling				
Closets, including doors and tracks				
Windows (draperies, screens, etc.)				
Doors, including hardware				
Light fixtures				
BEDROOM 3				
Floor covering				
Walls and ceiling				
Closets, including doors and tracks				
Windows (draperies, screens, etc.)				
Doors, including hardware				
Light fixtures				