

RENTAL PROPERTY INSPECTION REPORT

Move in inspection date: _____

Move out inspection date: _____

RENTAL PROPERTY DETAILS

Address: _____

Possession date: _____

LANDLORD DETAILS

Name(s): _____

Property manager (if applicable): _____

Address for receiving notices: _____

Phone: _____ Email: _____

TENANT DETAILS

Name(s): _____

Agent name (if applicable): _____

Forwarding address (after move out): _____

Phone: _____ Email: _____



With the tenant present, examine the property and describe any damage in the relevant comment section. Use the checkboxes to indicate satisfactory condition.

	CONDITION AT MOVE IN	CONDITION AT MOVE OUT
ENTRY	<input type="checkbox"/> Acceptable Comments	<input type="checkbox"/> Acceptable Comments
LIVING ROOM	<input type="checkbox"/> Acceptable Comments	<input type="checkbox"/> Acceptable Comments
DINING ROOM	<input type="checkbox"/> Acceptable Comments	<input type="checkbox"/> Acceptable Comments

RENTAL PROPERTY INSPECTION REPORT

	CONDITION AT MOVE IN	CONDITION AT MOVE OUT
KITCHEN	<input style="width: 40px; height: 20px; margin-bottom: 5px;" type="checkbox"/> Acceptable Comments	<input style="width: 40px; height: 20px; margin-bottom: 5px;" type="checkbox"/> Acceptable Comments
STAIRWELL(S)	<input style="width: 40px; height: 20px; margin-bottom: 5px;" type="checkbox"/> Acceptable Comments	<input style="width: 40px; height: 20px; margin-bottom: 5px;" type="checkbox"/> Acceptable Comments
HALLWAY(S)	<input style="width: 40px; height: 20px; margin-bottom: 5px;" type="checkbox"/> Acceptable Comments	<input style="width: 40px; height: 20px; margin-bottom: 5px;" type="checkbox"/> Acceptable Comments
BATHROOM(S)	<input style="width: 40px; height: 20px; margin-bottom: 5px;" type="checkbox"/> Acceptable Comments	<input style="width: 40px; height: 20px; margin-bottom: 5px;" type="checkbox"/> Acceptable Comments
BEDROOM(S)	<input style="width: 40px; height: 20px; margin-bottom: 5px;" type="checkbox"/> Acceptable Comments	<input style="width: 40px; height: 20px; margin-bottom: 5px;" type="checkbox"/> Acceptable Comments
STORAGE CLOSET(S)	<input style="width: 40px; height: 20px; margin-bottom: 5px;" type="checkbox"/> Acceptable Comments	<input style="width: 40px; height: 20px; margin-bottom: 5px;" type="checkbox"/> Acceptable Comments
BASEMENT	<input style="width: 40px; height: 20px; margin-bottom: 5px;" type="checkbox"/> Acceptable Comments	<input style="width: 40px; height: 20px; margin-bottom: 5px;" type="checkbox"/> Acceptable Comments
UTILITY ROOM	<input style="width: 40px; height: 20px; margin-bottom: 5px;" type="checkbox"/> Acceptable Comments	<input style="width: 40px; height: 20px; margin-bottom: 5px;" type="checkbox"/> Acceptable Comments

RENTAL PROPERTY INSPECTION REPORT

	CONDITION AT MOVE IN	CONDITION AT MOVE OUT
BALCONY/DECK/PATIO	<input style="width: 40px; height: 20px;" type="checkbox"/> Acceptable Comments	<input style="width: 40px; height: 20px;" type="checkbox"/> Acceptable Comments
EXTERIOR	<input style="width: 40px; height: 20px;" type="checkbox"/> Acceptable Comments	<input style="width: 40px; height: 20px;" type="checkbox"/> Acceptable Comments
GARAGE/PARKING	<input style="width: 40px; height: 20px;" type="checkbox"/> Acceptable Comments	<input style="width: 40px; height: 20px;" type="checkbox"/> Acceptable Comments
APPLIANCES	<input style="width: 40px; height: 20px;" type="checkbox"/> Acceptable Comments	<input style="width: 40px; height: 20px;" type="checkbox"/> Acceptable Comments
OTHER	 Comments	 Comments
NUMBER OF KEYS AND/OR CONTROLS	 Comments	 Comments



With the tenant present, make sure to test all smoke alarms, carbon monoxide detectors, and fire extinguishers to ensure they are in working condition.

ADDITIONAL COMMENTS: _____

RENTAL PROPERTY INSPECTION REPORT



TO BE COMPLETED UPON MOVE IN INSPECTION

REPAIRS TO BE COMPLETED AT START OF TENANCY:

<input type="checkbox"/>	Fixed	Tenant initials	Description of repair	Date fixed
<input type="checkbox"/>	Fixed	Tenant initials	Description of repair	Date fixed
<input type="checkbox"/>	Fixed	Tenant initials	Description of repair	Date fixed
<input type="checkbox"/>	Fixed	Tenant initials	Description of repair	Date fixed
<input type="checkbox"/>	Fixed	Tenant initials	Description of repair	Date fixed

ACCEPTANCE OF INSPECTION REPORT:

I _____
Tenant name

AGREE that this report fairly represents the condition of the rental property and that all smoke alarms, carbon monoxide alarms, and fire extinguishers were tested in my presence and their testing procedure was explained to me.

OR

DO NOT AGREE that this report fairly represents the condition of the rental property for the following reasons:

Signing date

Signature of Landlord or Landlord's Agent

Signature of Tenant or Tenant's Agent

RENTAL PROPERTY INSPECTION REPORT



TO BE COMPLETED UPON MOVE OUT INSPECTION

DAMAGE NOTED UPON MOVE OUT INSPECTION:

Tenant initials	_____	Description of damage	_____
Tenant initials	_____	Description of damage	_____
Tenant initials	_____	Description of damage	_____
Tenant initials	_____	Description of damage	_____

ACCEPTANCE OF INSPECTION REPORT:

I _____
Tenant name

AGREE that this report fairly represents the condition of the rental property.

OR

DO NOT AGREE that this report fairly represents the condition of the rental property for the following reasons:

Signing date

Signature of Landlord or Landlord's Agent

Signature of Tenant or Tenant's Agent

AUTHORIZATION FOR DEDUCTIONS:

I _____ agree to the following deductions:
Name of Tenant or Tenant's Agent

\$ _____
Deducted from security deposit

\$ _____
Deducted from pet deposit

Signing date

Signature of Tenant or Tenant's Agent

RENTAL PROPERTY INSPECTION REPORT



LANDLORD'S ADDITIONAL COMMENTS

Date

Signature of Landlord or Landlord's Agent



TENANT'S ADDITIONAL COMMENTS

Date

Signature of Tenant or Tenant's Agent

RENTAL PROPERTY INSPECTION TIPS



HOW TO USE YOUR RENTAL INSPECTION REPORT

1. Complete the initial inspection with the tenant, ideally before the possession date.
2. Make sure each party receives a copy of the completed Rental Inspection Report as soon as possible.
3. Store the report in a safe place to be used again during the move out inspection. It is a good idea to keep the report for at least three years, in case of a dispute.
4. After conducting the move out inspection with the tenant, be sure to have the tenant sign and initial their acknowledgement of any damage and corresponding deductions to their deposits, if applicable.



If the tenant or the tenant's agent is not present for the inspection, or they refuse to sign the report, be sure to note this fact on the "additional comments" page.

It is also recommended that you check with the organization that governs your jurisdiction's residential tenancies to ensure you are complying with any special requirements they may have for this situation.



PRACTICAL TIPS

- When in doubt, write it down. It is better to have too much detail than not enough.
- Ideally inspections should be done during the day when the property is clean and vacant to make observation easier.
- Consider bringing a camera with you so that you can take pictures of any damage. Attach the photos to this form and have both parties sign and date the back of each one. You may also find it useful to bring a flashlight, stool, multi-tip screwdriver, and an outlet tester.
- Remember to turn the appliances on and check that they are operational.
- If pets are present, keep them secured during the inspection.
- Remember to check ceilings, floors, and window frames for water stains or mold.
- Remind the tenant of any restrictions on modifications to the property, such as painting or hanging fixtures.
- Remind the tenant of any expectations regarding behavior. For example: smoking, potted plants, pets, etc.
- Discuss the process for determining violations that will lead to security/pet deposit deductions.
- Remember that the security deposit cannot be used to cover regular wear and tear damage. For example, worn out carpet, scratches on light switches from ordinary use, etc.

COMPLETING YOUR LEASE PACKAGE



Why is it important to complete your rental package?

You need more than an Inspection Report to fully manage and protect yourself when leasing property. From signing your lease agreement to amending terms or evicting tenants, all the documents you need, along with explanatory help, are available for free at [LawDepot](http://www.lawdepot.com).



Related Documents

The following documents will help you to protect yourself when leasing property:

- **Residential Lease**
Used for residential property to provide proof of the terms of your lease agreement. This is the most important document in your lease package.
<http://www.lawdepot.com/contracts/residential-lease/>
- **Commercial Lease**
Used if you are leasing commercial property to provide proof of the terms of your agreement.
<http://www.lawdepot.com/contracts/commercial-lease/>
- **Lease Amendment**
Use this document if you need to make changes to a lease that is already in effect.
<http://www.lawdepot.com/contracts/lease-amendment/>
- **Rental Application**
Proactively screen applicants by collecting information before you enter into a binding contract.
<http://www.lawdepot.com/contracts/rental-application-form/>
- **Eviction and Lease Notices**
If you need to evict the tenant or give notice of an increase in rent.
<http://www.lawdepot.com/contracts/eviction-notice-landlord-forms/>
- **Additional Landlord and Tenant Forms**
Don't see what you need here? We have a full suite of landlord and tenant documents in our real estate category page.
<http://www.lawdepot.com/contracts/groups/lease/>

Know someone who could use free legal resources?

Tell your friends using the links below:

