

# RENTAL PROPERTY INVENTORY AND CONDITION FORM

INVENTORY AND CONDITION FORM CONCERNING THE PROPERTY AT:

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Complete the move-in section of this form and return it to your Landlord within 3 days. All items are presumed to be in good condition unless noted otherwise. Test all locks, window latches, smoke detectors, and equipment. This form is not a repair request. Submit all requests for repairs separately. You and your Landlord may also use this form upon move-out. Keep a copy for your records. Note any defects in the items listed below.

<u>A. Exterior Items</u>	<u>Move-In Comments</u>	<u>Move-Out Comments</u>
Mailbox	_____	_____
Fences & Gates	_____	_____
Lawn, Trees & Shrubs	_____	_____
Roof & Gutters	_____	_____
Siding & Paint	_____	_____
Front Door	_____	_____
Door Knob & Lock	_____	_____
Weather Stripping	_____	_____
Light/Bulb	_____	_____
Door Bell	_____	_____
Back Door	_____	_____
Door Knob & Lock	_____	_____
Weather Stripping	_____	_____
Light/Bulb	_____	_____
Door Bell	_____	_____
Other	_____	_____

Main Water Shut-Off Valve Located?  Yes  No

<u>B. Storage Shed</u>	<u>Move-In Comments</u>	<u>Move-Out Comments</u>
Walls	_____	_____
Floor	_____	_____
Doors & Door Stops	_____	_____
Other	_____	_____

<u>C. Living Room</u>	<u>Move-In Comments</u>	<u>Move-Out Comments</u>
Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____
Doors & Door Stops	_____	_____
Door Locks & Knobs	_____	_____
Flooring	_____	_____
Lights & Ceiling Fans	_____	_____
Windows & Screens	_____	_____
Window Latches	_____	_____
Drapes/Blinds/Shutters	_____	_____
Plugs & Switches	_____	_____
Cabinets	_____	_____
Fireplace	_____	_____
Other	_____	_____

D. <u>Dining Room</u>	<u>Move-In Comments</u>	<u>Move-Out Comments</u>
Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____
Doors & Door Stops	_____	_____
Door Locks & Knobs	_____	_____
Flooring	_____	_____
Lights & Ceiling Fans	_____	_____
Windows & Screens	_____	_____
Widow Latches	_____	_____
Drapes/Blinds/Shutters	_____	_____
Plugs & Switches	_____	_____
Cabinets	_____	_____
Other	_____	_____

E. <u>Kitchen &amp; Breakfast</u>	<u>Move-In Comments</u>	<u>Move-Out Comments</u>
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	_____	_____

F. <u>Halls</u>	<u>Move-In Comments</u>	<u>Move-Out Comments</u>
Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____
Doors & Door Stops	_____	_____
Door Locks & Knobs	_____	_____
Flooring	_____	_____
Light Fixtures	_____	_____
Plugs & Switches	_____	_____
Closet Shelves & Rods	_____	_____
Cabinets	_____	_____
Other	_____	_____

G. <u>Family Room</u>	<u>Move-In Comments</u>	<u>Move-Out Comments</u>
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	_____	_____

H. <u>Master Bedroom (1)</u>	<u>Move-In Comments</u>	<u>Move-Out Comments</u>
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	_____	_____

I. <u>Master Bathroom (1)</u>	<u>Move-In Comments</u>	<u>Move-Out Comments</u>
Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____
Doors & Door Stops	_____	_____
Door Locks & Knobs	_____	_____
Flooring	_____	_____
Light Fixtures	_____	_____
Windows & Screens	_____	_____
Widow Latches	_____	_____
Drapes/Blinds/Shutters	_____	_____
Plugs & Switches	_____	_____
Closet Shelves & Rods	_____	_____
Cabinets & Handles	_____	_____
Countertops	_____	_____
Sinks & Faucets	_____	_____
Tub/Shower & Faucets	_____	_____
Toilet	_____	_____
Heaters/Exhaust Fans	_____	_____
Towel Fixtures	_____	_____
Other	_____	_____

J. <u>Bedroom (2)</u>	<u>Move-In Comments</u>	<u>Move-Out Comments</u>
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. <u>Bedroom (3)</u>	<u>Move-In Comments</u>	<u>Move-Out Comments</u>
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	_____	_____

L. <u>Bedroom (4)</u>	<u>Move-In Comments</u>	<u>Move-Out Comments</u>
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	_____	_____

M. <u>Bathroom (2)</u>	<u>Move-In Comments</u>	<u>Move-Out Comments</u>
Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____
Doors & Door Stops	_____	_____
Door Locks & Knobs	_____	_____
Flooring	_____	_____
Light Fixtures	_____	_____
Windows & Screens	_____	_____
Widow Latches	_____	_____
Drapes/Blinds/Shutters	_____	_____
Plugs & Switches	_____	_____
Closet Shelves & Rods	_____	_____
Cabinets & Handles	_____	_____
Countertops	_____	_____
Sinks & Faucets	_____	_____
Tub/Shower & Faucets	_____	_____
Toilet	_____	_____
Heaters/Exhaust Fans	_____	_____
Towel Fixtures	_____	_____
Other	_____	_____

N. <u>Bathroom (3)</u>	<u>Move-In Comments</u>	<u>Move-Out Comments</u>
Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____
Doors & Door Stops	_____	_____
Door Locks & Knobs	_____	_____
Flooring	_____	_____
Light Fixtures	_____	_____
Windows & Screens	_____	_____
Widow Latches	_____	_____
Drapes/Blinds/Shutters	_____	_____
Plugs & Switches	_____	_____
Closet Shelves & Rods	_____	_____
Cabinets & Handles	_____	_____
Countertops	_____	_____
Sinks & Faucets	_____	_____
Tub/Shower & Faucets	_____	_____
Toilet	_____	_____
Heaters/Exhaust Fans	_____	_____
Towel Fixtures	_____	_____
Other	_____	_____

O. <u>Utility Room</u>	<u>Move-In Comments</u>	<u>Move-Out Comments</u>
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	_____	_____

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

Q. <u>Number of Keys:</u>	<u>Received</u>	<u>Returned</u>		<u>Received</u>	<u>Returned</u>
Door keys:	_____	_____	Garage Door Openers:	_____	_____
Mailbox keys:	_____	_____	Laundry Room Keys:	_____	_____
Security Cards:	_____	_____	Recreational Facilities Keys:	_____	_____

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

<u>Move-In Signature</u>	<u>Move-Out Signature</u>
_____	_____
Tenant	Tenant
Date	Date
_____	_____
Tenant	Tenant
Date	Date
_____	_____
Tenant	Tenant
Date	Date
_____	_____
Tenant	Tenant
Date	Date