

RENTAL PROPERTY INSPECTION CHECKLIST

- _____ Unit must be completely free of trash and all dust including closets, baseboards, and cabinets.
- _____ All blinds must be cleaned dusted or replaced.
- _____ All bathrooms and kitchen must be cleaned including behind commode.
- _____ Patios and storage closets must be swept and free from debris and trash.
- _____ All doorstoppers must work and any damages from previous problems corrected. Install if missing or broken.
- _____ Appliances must be thoroughly cleaned, washed and sanitized, including drip pans, knobs, under stovetop and refrigerator drawers.
- _____ Light and plug switches must be clean and replaced if cracked or stained.
- _____ At least 60 watt bulbs in all fixtures in working order. (excluding vanities with special lighting.)
- _____ Specialty lights in bathrooms must be replaced (if not working or missing) with the same style bulb as original.
- _____ Fill in any nail holes with matching color.
- _____ Any touch up painting must be cleaned up thoroughly and consistent.
- _____ All vinyl floors need to be mopped and cleaned including underneath cabinets.
- _____ You must vacuum thoroughly when you leave.
- _____ All light covers must be cleaned.
- _____ Ceiling fan blades must be cleaned and dusted, both sides.
- _____ The top of the refrigerator and stove must be spotless.
- _____ No stains should remain in the refrigerator or on porcelain in the bath.
- _____ All drawers must be in good working order and clean.
- _____ All keys to unit must work and be turned in at the termination of lease.
- _____ Upon vacating the property or leaving for an extended period of time, check all appliances and HVAC and leave at 60 degrees in winter and 80 degrees in summer.
- _____ Lawn, garden and hedges must be trimmed, cut and cleaned thoroughly.
- _____ All bugs must be removed and cleaned for the unit.
- _____ Sinks to be cleaned and garbage disposal tested and free from deposits and blockage.
- _____ All mirrors and windows should be cleaned on inside.
- _____ All trash and debris or junk is to be removed to a public dumpsite.
- _____ Clean doors and door frames around them, including fingerprints, dust, etc.
- _____ New, clean air filter must be replaced in air return.

1. <u>Exterior Items</u>	<u>Move-In Comments</u>	<u>Move-Out Comments</u>
Mailbox		
Fences & Gates		
Front Door		
Back Door		
Patio Door		
Other		
2. <u>Garage/Carport</u>		
Ceiling & Walls		
Floor		
Auto Door Opener		
Garage Doors		
Exterior Doors		
Storage Room		
Other		
3. <u>Entry</u>		
Ceiling & Walls		
Paint		
Doors & Stops		
Door Knobs/Locks		
4. <u>Livingroom</u>		
Ceiling & Walls		
Paint		
Doors & Stops		
Flooring		
Lights / Ceiling Fan		
Windows / Screens		
Blinds		
Plugs & Switches		
Other		
5. <u>Dining Room</u>		
Ceiling & Walls		

<u>Dining Room Cont.</u>	<u>Move-In Comments</u>	<u>Move-Out Comments</u>
Paint		
Doors & Stops		
Flooring		
Lights / Ceiling Fan		
Windows / Screens		
Blinds		
Plugs & Switches		
Other		
6. <u>Kitchen</u>		
Ceiling & Walls		
Paint		
Doors & Stops		
Flooring		
Lights / Ceiling Fan		
Windows / Screens		
Blinds		
Plugs & Switches		
Pantry & Shelves		
Cabinets & Handles		
Drawers & Handles		
Countertops		
Stove		
Vent Hood		
Sink / Faucet		
Dishwasher		
Refrigerator		
Other		
7. <u>Halls</u>		
Ceiling & Walls		
Paint		
Doors & Stops		
Flooring		

<u>Halls Cont.</u>	<u>Move-In Comments</u>	<u>Move-Out Comments</u>
Light Fixtures		
Plugs & Switches		
Closets		
Other		
8. <u>Family Room</u>		
Ceiling & Walls		
Paint		
Doors & Stops		
Flooring		
Lights / Ceiling Fan		
Plugs & Switches		
Closets		
Blinds		
Other		
9. <u>Master Bedroom</u>		
Ceiling & Walls		
Paint		
Doors & Stops		
Flooring		
Lights / Ceiling Fan		
Plugs & Switches		
Closets		
Blinds		
Other		
10. <u>Bedroom (2)</u>		
Ceiling & Walls		
Paint		
Doors & Stops		
Flooring		
Lights / Ceiling Fan		
Plugs & Switches		
Closets		

<u>Bedroom (2)Cont.</u>	<u>Move-In Comments</u>	<u>Move-Out Comments</u>
Blinds		
Other		
11. <u>Bedroom (3)</u>		
Ceiling & Walls		
Paint		
Doors & Stops		
Flooring		
Lights / Ceiling Fan		
Plugs & Switches		
Closets		
Blinds		
Other		
12. <u>Master Bathroom</u>		
Ceiling & Walls		
Paint		
Doors & Stops		
Flooring		
Light Fixtures		
Plugs & Switches		
Closets		
Blinds		
Sink / Faucet		
Drawers & Handles		
Countertops		
Tub & Shower		
Toilet		
Exhaust Fans		
Towel Fixtures		
Other		
13. <u>Utility</u>		
Ceiling & Walls		
Paint		

14. <u>Utility Cont.</u>	<u>Move-In Comments</u>	<u>Move-Out Comments</u>
Doors & Stops	_____	_____
Flooring	_____	_____
Light Fixtures	_____	_____
Plugs & Switches	_____	_____
Closets	_____	_____
Blinds	_____	_____
Cabinets & Handles	_____	_____
W / D Connections	_____	_____
Other	_____	_____

15. <u>Other</u>		
A/C & Heat	_____	_____
Filter	_____	_____
Water Heater	_____	_____
Smoke Detectors	_____	_____
Other	_____	_____

16. <u>Number of Keys:</u>	<u>Received</u>	<u>Returned</u>
Door keys	_____	_____
Storage keys	_____	_____
Garage Door Openers	_____	_____

RENTAL PROPERTY INSPECTION CHECKLIST

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

Move-In

Move-Out

Tenant Date

Tenant Date

Tenant Date

Tenant Date