



## RENTAL PROPERTY INVENTORY CHECKLIST AND CONDITION FORM (Move-In & Move-Out)

Property Address: \_\_\_\_\_

Date of inspection, Move-In: \_\_\_\_\_ Move-out: \_\_\_\_\_

This 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 frame stated in your lease, after you move in.

### Step 1:

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

### Step 2:

Photograph all areas of your property. Be sure the date is digitally stamped on each photo. This is proof of the condition of the property. Save these for your records.

### Step 3:

Give the original inspection form and copies of all photos to the landlord and save a copy for yourself. If you have roommates, it is best that each person keep a copy of the checklist and photos in their records as well. Your landlord will use your Inventory Checklist after you move out to determine what, if any, deductions to make from your security deposit for damages caused by you, your roommates, or guests.

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**Property Address:** \_\_\_\_\_

Keep in mind the items on the left hand side and complete comments for all damage that applies to your property. If there are additional items to note not included on this list, please include them in the sections throughout titled "Other." Describe any damage in the comments section.

**A. EXTERIOR**

**Move in comments**

**Move out comments**

Mailbox	_____	_____
Fences & Gates	_____	_____
Pool/Spa & Equip.	_____	_____
Lawn/Trees/Shrubs	_____	_____
Roof & Gutters	_____	_____
Siding/Paint	_____	_____
Driveway	_____	_____
Doors	_____	_____
Door Knobs/Locks	_____	_____
Weatherstripping	_____	_____
Outdoor Lights/Bulbs	_____	_____
Other	_____	_____
	_____	_____

**B. GARAGE**

Ceilings & Walls	_____	_____
Floors	_____	_____
Door Opener	_____	_____
Remotes	_____	_____
Garage Doors	_____	_____
Knobs/Locks	_____	_____
Lights/Fixtures	_____	_____
Other	_____	_____
	_____	_____

**C. ENTRY**

Ceilings & Walls	_____	_____
Floors	_____	_____
Doors/Knobs/Locks	_____	_____
Lights/Fixtures	_____	_____
Windows/Screens	_____	_____
Window Locks	_____	_____
Outlets/Switches	_____	_____
Other	_____	_____

**D. LIVING ROOM**

Ceilings & Walls	_____	_____
Floors	_____	_____
Doors/Knobs/Locks	_____	_____
Lights/Fixtures	_____	_____
Windows/Screens	_____	_____
Window Locks	_____	_____
Outlets/Switches	_____	_____
Window fixtures/Blinds	_____	_____
Built-in Units	_____	_____
Fireplace	_____	_____
Other	_____	_____

**E. DINING**

Ceilings & Walls	_____	_____
Floors	_____	_____
Doors/Knobs/Locks	_____	_____
Lights/Fixtures	_____	_____
Windows/Screens	_____	_____
Window Locks	_____	_____
Outlets/Switches	_____	_____
Window fixtures/Blinds	_____	_____
Closets	_____	_____
Other	_____	_____

**F. KITCHEN**

Ceilings & Walls		
Floors		
Doors/Knobs/Locks		
Lights/Fixtures		
Windows/Screens		
Window Locks		
Outlets/Switches		
Window fixtures/Blinds		
Pantry/Shelves		
Cabinetry		
Countertops		
Oven/Range		
Refrigerator		
Sink/Faucet		
Garbage disposal		
Dishwasher		
Microwave		
Other		

**G. HALLS**

Ceilings & Walls		
Floors		
Doors/Knobs/Locks		
Lights/Fixtures		
Windows/Screens		
Window Locks		
Outlets/Switches		
Window fixtures/Blinds		
Closets		
Other		

**H. BEDROOM (1)**

Ceilings & Walls	_____	_____
Floors	_____	_____
Doors/Knobs/Locks	_____	_____
Lights/Fixtures	_____	_____
Windows/Screens	_____	_____
Window Locks	_____	_____
Outlets/Switches	_____	_____
Window fixtures/Blinds	_____	_____
Closets/Shelves/Rods	_____	_____
Other	_____	_____

**I. BEDROOM (2)**

Ceilings & Walls	_____	_____
Floors	_____	_____
Doors/Knobs/Locks	_____	_____
Lights/Fixtures	_____	_____
Windows/Screens	_____	_____
Window Locks	_____	_____
Outlets/Switches	_____	_____
Window fixtures/Blinds	_____	_____
Closets/Shelves/Rods	_____	_____
Other	_____	_____

**J. BEDROOM (3)**

Ceilings & Walls	_____	_____
Floors	_____	_____
Doors/Knobs/Locks	_____	_____
Lights/Fixtures	_____	_____
Windows/Screens	_____	_____
Window Locks	_____	_____
Outlets/Switches	_____	_____
Window fixtures/Blinds	_____	_____
Closets/Shelves/Rods	_____	_____
Other	_____	_____

**K. BEDROOM (4)**

Ceilings & Walls	_____	_____
Floors	_____	_____
Doors/Knobs/Locks	_____	_____
Lights/Fixtures	_____	_____
Windows/Screens	_____	_____
Window Locks	_____	_____
Outlets/Switches	_____	_____
Window fixtures/Blinds	_____	_____
Closets/Shelves/Rods	_____	_____
Other	_____	_____
	_____	_____

**L. BEDROOM (5)**

Ceilings & Walls	_____	_____
Floors	_____	_____
Doors/Knobs/Locks	_____	_____
Lights/Fixtures	_____	_____
Windows/Screens	_____	_____
Window Locks	_____	_____
Outlets/Switches	_____	_____
Window fixtures/Blinds	_____	_____
Closets/Shelves/Rods	_____	_____
Other	_____	_____
	_____	_____

**M. BATHROOM (1)**

Ceilings & Walls		
Floors		
Doors/Knobs/Locks		
Lights/Fixtures		
Windows/Screens		
Window Locks		
Outlets/Switches		
Window fixtures/Blinds		
Closets/Shelves/Rods		
Cabinets		
Countertops		
Sinks/Faucets		
Tub/Shower		
Toilet		
Exhaust Fan		
Towel Fixtures		
Other		

**N. BATHROOM (2)**

Ceilings & Walls		
Floors		
Doors/Knobs/Locks		
Lights/Fixtures		
Windows/Screens		
Window Locks		
Outlets/Switches		
Window fixtures/Blinds		
Closets/Shelves/Rods		
Cabinets		
Countertops		
Sinks/Faucets		
Tub/Shower		
Toilet		
Exhaust Fan		
Towel Fixtures		
Other		

**O. BATHROOM (3)**

Ceilings & Walls	_____	_____
Floors	_____	_____
Doors/Knobs/Locks	_____	_____
Lights/Fixtures	_____	_____
Windows/Screens	_____	_____
Window Locks	_____	_____
Outlets/Switches	_____	_____
Window fixtures/Blinds	_____	_____
Closets/Shelves/Rods	_____	_____
Cabinets	_____	_____
Countertops	_____	_____
Sinks/Faucets	_____	_____
Tub/Shower	_____	_____
Toilet	_____	_____
Exhaust Fan	_____	_____
Towel Fixtures	_____	_____
Other	_____	_____

**P. UTILITY ROOM**

Ceilings & Walls	_____	_____
Floors	_____	_____
Doors/Knobs/Locks	_____	_____
Lights/Fixtures	_____	_____
Windows/Screens	_____	_____
Window Locks	_____	_____
Outlets/Switches	_____	_____
Window fixtures/Blinds	_____	_____
Closets/Shelves/Rods	_____	_____
Cabinets	_____	_____
Countertops	_____	_____
Sinks/Faucets	_____	_____
Washer & Dryer	_____	_____
W&D Connections	_____	_____
Other	_____	_____



**Q. OTHER**

Central A/C & Heat	_____	_____
Filters	_____	_____
Thermostat	_____	_____
Wall AC/Heat Units	_____	_____
Water Heater	_____	_____
Water Softener	_____	_____
Smoke Detectors	_____	_____
Security System	_____	_____
Other	_____	_____

Water Shut Off Valve, located?      Circle YES or NO

**R. Number of Keys (Received/Returned):**

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

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

Security Cards: \_\_\_\_\_      Recreational Facilities Keys: \_\_\_\_\_

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**Property 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

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