

RENTAL PROPERTY INSPECTION CHECKLIST

- _____ Unit must be completely free of trash and all dust including closets, baseboards and cabinets.
- _____ All window coverings must be straightened, washed, cleaned and dusted or replaced.
- _____ All bathrooms and kitchens must be thoroughly caulked and cleaned including behind commode.
- _____ Fireplaces must be cleaned out and dust free.
- _____ Patios, balconies 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.
- _____ Appliances must be thoroughly cleaned, washed, and sanitized, including drip pans and knobs.
- _____ Light and plug switches must be replaced if cracked or stained.
- _____ At least 75-watt bulbs in all fixtures in working order.
- _____ Bath lights at 60 watts and all the same style bulb in place.
- _____ Any painting must be cleaned up thoroughly and consistent.
- _____ You must vacuum thoroughly when you leave.
- _____ All locks and doorknobs must be in excellent working order.
- _____ At least one window per room must work and blinds must be left down and in the open position.
- _____ All light covers must be cleaned (in the dishwasher, carry soap).
- _____ 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. Use porcelain white out or bleach.
- _____ Baseboards must be washed and free of dirt and dust.
- _____ All drawers must be in good working order.
- _____ Check all keys and notify landlord if any do not work.
- _____ Check all appliances and HVAC and then leave at 60 degrees in winter and 80 degrees in summer.
- _____ Lawn, garden, and hedges must be trimmed, cut, and cleaned thoroughly.
- _____ Wallpaper must be washed, cleaned, and re-glued or replaced in a professional manner.
- _____ All bugs must be removed and cleaned from the unit.
- _____ All vinyl floors need to be mopped, waxed, and cleaned, including underneath cabinets. Do not wax over dirt.
- _____ "For Lease" sign must be in front of yard, close to sidewalk and sideways to home.
- _____ Plug in deodorizers are to be used in the make ready.
- _____ All pilot lights should be on or gas turned off to fixture.
- _____ Sinks to be cleaned (bleached if necessary), and garbage disposal tested and free from blockage.
- _____ Storage closets are to be swept, cleaned, checked for working lock and key.
- _____ All mirrors and windows should be cleaned inside and out.
- _____ All trash is not to be left, but removed to a dumpsite.
- _____ Fill in any nail holes with matching color.
- _____ Open all sink cabinets, and clean out all areas below.
- _____ Clean doors and door frames around them, including fingerprints, dust, etc.
- _____ Check the working condition of the STOVE.
- _____ Check the working condition of the OVEN.
- _____ Check the working condition of the REFRIGERATOR/FREEZER.
- _____ Check the working condition of the DISPOSAL.
- _____ Check the working condition of the WASHER/DRYER.
- _____ Check the working condition of the AIR CONDITIONER.
- _____ Check the working condition of the HEATER.
- _____ Check the working condition of the HOT WATER HEATER.
- _____ Check the working condition of all SINKS FOR LEAKS.

- _____ Check the working condition of the GARAGE DOOR OPENERS.
- _____ Check the working condition of all WINDOW AND DOOR LOCKS.
- _____ Check the working condition of

_____.

RENTAL PROPERTY INVENTORY AND CONDITION FORM

INVENTORY AND CONDITION FORM CONCERNING THE PROPERTY AT:

Complete the move-in section of this form and return it to your Landlord within the time required by your lease. 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 in accordance with your lease. 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.

| | | |
|--|-------------------------|--------------------------|
| A. Exterior Items | <u>Move-In Comments</u> | <u>Move-Out Comments</u> |
| Mailbox | _____ | _____ |
| Fences & Gates | _____ | _____ |
| Pool/Spa & Equip. | _____ | _____ |
| Lawn, Trees & Shrubs | _____ | _____ |
| Roof & Gutters | _____ | _____ |
| Siding & Paint Drive | _____ | _____ |
| Front Door | _____ | _____ |
| Door Knob & Lock | _____ | _____ |
| Weatherstripping | _____ | _____ |
| Light/Bulb | _____ | _____ |
| Door Bell | _____ | _____ |
| Back Door | _____ | _____ |
| Door Knob & Lock | _____ | _____ |
| Weatherstripping | _____ | _____ |
| Door Light/Bulb | _____ | _____ |
| Patio Door | _____ | _____ |
| Door Knob & Lock | _____ | _____ |
| Weatherstripping | _____ | _____ |
| Door Light/Bulb | _____ | _____ |
| Water Shut-Off Valve Located? ____ yes ____ no | | |
| Other | _____ | _____ |
| B. Garage | <u>Move-In Comments</u> | <u>Move-Out Comments</u> |
| Ceilings & Walls | _____ | _____ |
| Floor | _____ | _____ |
| Auto Door Opener | _____ | _____ |
| Safety Reversal | _____ | _____ |
| Remotes | _____ | _____ |
| Garage Doors | _____ | _____ |
| Exterior Doors & Stops | _____ | _____ |
| Storage Room | _____ | _____ |
| Other | _____ | _____ |
| C. Entry | <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 | _____ | _____ |
| Window Latches | _____ | _____ |
| Plugs & Switches | _____ | _____ |
| Closet Shelves & Rods | _____ | _____ |
| Cabinets | _____ | _____ |
| Other | _____ | _____ |

| D. <u>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 | _____ | _____ |
| Widow Latches | _____ | _____ |
| Drapes/Blinds/Shutters | _____ | _____ |
| Plugs & Switches | _____ | _____ |
| Closet Shelves & Rods | _____ | _____ |
| Cabinets | _____ | _____ |
| Fireplace | _____ | _____ |
| Other | _____ | _____ |

| E. <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 | _____ | _____ |
| Closet Shelves & Rods | _____ | _____ |
| Cabinets | _____ | _____ |
| Other | _____ | _____ |

| F. <u>Kitchen & 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 | _____ | _____ |

| | | |
|-----------------------|-------------------------|--------------------------|
| G. Halls | <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 | _____ | _____ |

| | | |
|------------------------|-------------------------|--------------------------|
| H. Family Room | <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 | _____ | _____ |

| | | |
|------------------------|-------------------------|--------------------------|
| I. Master Bedroom (1) | <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 | _____ | _____ |

| | | |
|------------------------|-------------------------|--------------------------|
| J. Master Bathroom (1) | <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 | _____ | _____ |

| | | |
|------------------------|-------------------------|--------------------------|
| K. <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 | _____ | _____ |

| | | |
|------------------------|-------------------------|--------------------------|
| L. <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 | _____ | _____ |

| | | |
|------------------------|-------------------------|--------------------------|
| M. <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 | _____ | _____ |

| | | |
|------------------------|-------------------------|--------------------------|
| N. <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 | _____ | _____ |

| | | |
|------------------------|-------------------------|--------------------------|
| P. <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 | _____ | _____ |

| | | |
|-----------------------|-------------------------|--------------------------|
| Q. <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 | _____ | _____ |

| | | | | |
|--------------------|-----------------|-----------------|-------------------------------|-----------------|
| R. Number of Keys: | <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.

| | | | |
|--------|-------|--------|-------|
| _____ | _____ | _____ | _____ |
| Tenant | Date | Tenant | Date |

| | | | |
|--------|-------|----------|-------|
| _____ | _____ | _____ | _____ |
| Tenant | Date | Landlord | Date |