



RESIDENTIAL LEASE INVENTORY AND CONDITION FORM

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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. The 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>Landlord's Move-Out Comments</u>
Mailbox	_____	_____
Fences & Gates	_____	_____
Pool/Spa & Equip.	_____	_____
Lawn, Trees & Shrubs	_____	_____
Undgrd. Lawn Sprinkler	_____	_____
Exterior Faucets	_____	_____
Roof & Gutters	_____	_____
Siding & Paint	_____	_____
Driveway	_____	_____
Front Door	_____	_____
Door Knob & Lock	_____	_____
Light/Bulb	_____	_____
Door Bell	_____	_____
Back Door	_____	_____
Door Knob & Lock	_____	_____
Light/Bulb	_____	_____
Patio or Deck	_____	_____
Patio Door	_____	_____
Door Knob & Lock	_____	_____
Light/Bulb	_____	_____
Other	_____	_____
Water Shut-Off Valve Located? <input type="checkbox"/> yes <input type="checkbox"/> no	_____	Electrical Breakers Located? <input type="checkbox"/> yes <input type="checkbox"/> no

<u>B. Garage</u>	<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
Ceilings & Walls	_____	_____
Floor	_____	_____
Auto Door Opener	_____	_____
Safety Reversal	_____	_____
Remotes	_____	_____
Garage Doors	_____	_____
Exterior Doors & Stops	_____	_____
Storage Room	_____	_____
Other	_____	_____

<u>C. Entry</u>	<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____
Doors & Door Stops	_____	_____

Move-In Comments

Landlord's Move-Out Comments

- Door Locks & Knobs _____
- Flooring _____
- Light Fixtures _____
- Windows & Screens _____
- Window Latches _____
- Plugs & Switches _____
- Closet Shelves & Rods _____
- Other _____

D. Living Room

Move-In Comments

Landlord's Move-Out Comments

- 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 _____

E. Dining Room

Move-In Comments

Landlord's Move-Out Comments

- Ceiling & Walls _____
- Paint & Wallpaper _____
- Doors & Door Stops _____
- Door Locks & Knobs _____
- Flooring _____
- Lights & Ceiling Fans _____
- Windows & Screens _____
- Window Latches _____
- Drapes/Blinds/Shutters _____
- Plugs & Switches _____
- Cabinets _____
- Other _____

F. Kitchen & Breakfast

Move-In Comments

Landlord's Move-Out Comments

- Ceiling & Walls _____
- Paint & Wallpaper _____
- Doors & Door Stops _____
- Door Locks & Knobs _____
- Flooring _____
- Lights & Ceiling Fans _____
- Windows & Screens _____
- Window Latches _____
- Drapes/Blinds/Shutters _____
- Plugs & Switches _____
- Pantry & Shelves _____
- Cabinets & Handles _____
- Drawers & Handles _____
- Countertops _____
- Range/Cooktop _____

Move-In Comments

Landlord's Move-Out Comments

Microwave	_____	_____
Dishwasher	_____	_____
Oven	_____	_____
Racks & Knobs	_____	_____
Broiler & Pan	_____	_____
Light Cover & Bulb	_____	_____
Vent Hood	_____	_____
Light & Fan	_____	_____
Filter	_____	_____
Garbage Disposer	_____	_____
Sink & Faucet	_____	_____
Refrigerator	_____	_____
Shelves & Drawers	_____	_____
Light Cover & Bulb	_____	_____
Other	_____	_____

G. Halls

Move-In Comments

Landlord's Move-Out Comments

Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____
Doors & Door Stops	_____	_____
Door Locks & Knobs	_____	_____
Flooring	_____	_____
Light Fixtures	_____	_____
Plugs & Switches	_____	_____
Closet Shelves & Rods	_____	_____
Cabinets	_____	_____
Other	_____	_____

H. Family Room

Move-In Comments

Landlord's Move-Out Comments

Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____
Doors & Door Stops	_____	_____
Door Locks & Knobs	_____	_____
Flooring	_____	_____
Lights & Ceiling Fans	_____	_____
Windows & Screens	_____	_____
Window Latches	_____	_____
Drapes/Blinds/Shutters	_____	_____
Plugs & Switches	_____	_____
Closet Shelves & Rods	_____	_____
Cabinets	_____	_____
Fireplace/Logs/Equip.	_____	_____
Other	_____	_____

I. Master Bedroom (1)

Move-In Comments

Landlord's Move-Out Comments

Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____
Doors & Door Stops	_____	_____
Door Locks & Knobs	_____	_____
Flooring	_____	_____
Lights & Ceiling Fans	_____	_____
Windows & Screens	_____	_____
Window Latches	_____	_____
Drapes/Blinds/Shutters	_____	_____

Move-In Comments

Landlord's Move-Out Comments

Plugs & Switches _____
Closet Shelves & Rods _____
Cabinets _____
Other _____

J. Master Bathroom (1)

Move-In Comments

Landlord's Move-Out Comments

Ceiling & Walls _____
Paint & Wallpaper _____
Doors/Locks/Knobs/Stops _____
Flooring _____
Lights & Fans _____
Windows & Screens _____
Window Latches _____
Drapes/Blinds/Shutters _____
Plugs & Switches _____
Closet Shelves & Rods _____
Cabinets & Handles _____
Countertops _____
Sinks & Faucets _____
Tub/Shower & Faucets _____
Toilet/Lid/Seat/Paper Hldr. _____
Heaters & Exhaust Fans _____
Towel Fixtures _____
Other _____

K. Bedroom (2)

Move-In Comments

Landlord's Move-Out Comments

Ceiling & Walls _____
Paint & Wallpaper _____
Doors & Door Stops _____
Door Locks & Knobs _____
Flooring _____
Lights & Ceiling Fans _____
Windows & Screens _____
Window Latches _____
Drapes/Blinds/Shutters _____
Plugs & Switches _____
Closet Shelves & Rods _____
Cabinets _____
Other _____

L. Bedroom (3)

Move-In Comments

Landlord's Move-Out Comments

Ceiling & Walls _____
Paint & Wallpaper _____
Doors & Door Stops _____
Door Locks & Knobs _____
Flooring _____
Lights & Ceiling Fans _____
Windows & Screens _____
Window Latches _____
Drapes/Blinds/Shutters _____
Plugs & Switches _____
Closet Shelves & Rods _____
Cabinets _____
Other _____

<u>M. Bedroom (4)</u>	<u>Move-In Comments</u>	<u>Landlord's 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	_____	_____
Closet Shelves & Rods	_____	_____
Cabinets	_____	_____
Other	_____	_____

<u>N. Bathroom (2)</u>	<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____
Doors/Locks/Knobs/Stops	_____	_____
Flooring	_____	_____
Lights Fixtures	_____	_____
Windows & Screens	_____	_____
Window Latches	_____	_____
Drapes/Blinds/Shutters	_____	_____
Plugs & Switches	_____	_____
Closet Shelves & Rods	_____	_____
Cabinets & Handles	_____	_____
Countertops	_____	_____
Sinks & Faucets	_____	_____
Tub/Shower & Faucets	_____	_____
Toilet/Lid/Seat/Paper Hldr.	_____	_____
Heaters & Exhaust Fans	_____	_____
Towel Fixtures	_____	_____
Other	_____	_____

<u>O. Bathroom (3)</u>	<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____
Doors/Locks/Knobs/Stops	_____	_____
Flooring	_____	_____
Lights Fixtures	_____	_____
Windows & Screens	_____	_____
Window Latches	_____	_____
Drapes/Blinds/Shutters	_____	_____
Plugs & Switches	_____	_____
Closet Shelves & Rods	_____	_____
Cabinets & Handles	_____	_____
Countertops	_____	_____
Sinks & Faucets	_____	_____
Tub/Shower & Faucets	_____	_____
Toilet/Lid/Seat/Paper Hldr.	_____	_____
Heaters & Exhaust Fans	_____	_____
Towel Fixtures	_____	_____
Other	_____	_____

Inventory and Condition Form concerning _____

P. <u>Utility Room</u>	<u>Move-In Comments</u>	<u>Landlord's 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>Landlord's Move-Out Comments</u>
Central A/C & Heat	_____	_____
Filter	_____	_____
Thermostat	_____	_____
Window A/C Units	_____	_____
Space or Wall Heaters	_____	_____
Water Heater	_____	_____
Water Softener	_____	_____
Alarm System	_____	_____
Central Vacuum	_____	_____
Other	_____	_____

Smoke Detectors: No. of Units: _____ Tested? yes no Working? yes no
Door Locks on all exterior doors tested? (including but not limited to patio doors, door from house to garage, front door, and rear doors) yes no Working? yes no

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

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

 Tenant _____ Date _____
 Ph: (h) _____ (mb) _____
 E-mail: _____

 Tenant _____ Date _____
 Ph: (h) _____ (mb) _____
 E-mail: _____

 Tenant _____ Date _____
 Ph: (h) _____ (mb) _____
 E-mail: _____

 Tenant _____ Date _____
 Ph: (h) _____ (mb) _____
 E-mail: _____

For Landlord's Use: This form was returned to Landlord on _____ (date)

_____ (Landlord's or Manager's signature)