



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 alarms, 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.*

A. <u>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? ☐ yes ☐ no	Electrical Breakers Located? ☐ yes ☐ no	

B. <u>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		

C. EntryMove-In CommentsLandlord's Move-Out Comments

Ceiling & Walls
Paint & Wallpaper
Doors & Door Stops
Door Locks & Knobs
Flooring
Light Fixtures
Windows & Screens
Window Latches
Plugs & Switches
Closet Shelves & Rods
Other

D. Living RoomMove-In CommentsLandlord's Move-Out Comments

Ceiling & Walls
Paint & Wallpaper
Doors & Door Stops
Door Locks & Knobs
Flooring
Lights & Ceiling Fans
Windows & Screens
Window Latches
Window Coverings
Plugs & Switches
Cabinets
Fireplace
Other

E. Dining RoomMove-In CommentsLandlord's Move-Out Comments

Ceiling & Walls
Paint & Wallpaper
Doors & Door Stops
Door Locks & Knobs
Flooring
Lights & Ceiling Fans
Windows & Screens
Window Latches
Window Coverings
Plugs & Switches
Cabinets
Other

F. Kitchen & BreakfastMove-In CommentsLandlord's Move-Out Comments

Ceiling & Walls
Paint & Wallpaper
Doors & Door Stops
Door Locks & Knobs
Flooring
Lights & Ceiling Fans
Windows & Screens
Window Latches
Window Coverings

F. Kitchen & Breakfast (cont.)Move-In CommentsLandlord's Move-Out Comments

Plugs & Switches

Pantry & Shelves

Cabinets & Handles

Drawers & Handles

Countertops

Range/Cooktop

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. HallsMove-In CommentsLandlord'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 RoomMove-In CommentsLandlord's Move-Out Comments

Ceiling & Walls

Paint & Wallpaper

Doors & Door Stops

Door Locks & Knobs

Flooring

Lights & Ceiling Fans

Windows & Screens

Window Latches

Window Coverings

Plugs & Switches

Closet Shelves & Rods

Cabinets

Fireplace/Logs/Equip.

Other

I. Primary Bedroom (1)Move-In CommentsLandlord's Move-Out Comments

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

J. Primary Bathroom (1)Move-In CommentsLandlord's Move-Out Comments

Ceiling & Walls
Paint & Wallpaper
Doors/Locks/Knobs/Stops
Flooring
Lights & Fans
Windows & Screens
Window Latches
Window Coverings
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 CommentsLandlord's Move-Out Comments

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

L. <u>Bedroom (3)</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	_____	_____
Window Coverings	_____	_____
Plugs & Switches	_____	_____
Closet Shelves & Rods	_____	_____
Cabinets	_____	_____
Other	_____	_____
M. <u>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	_____	_____
N. <u>Bathroom (2)</u>	<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____
Doors/Locks/Knobs/Stops	_____	_____
Flooring	_____	_____
Light 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	_____	_____

O. Bathroom (3)Move-In CommentsLandlord's Move-Out Comments

Ceiling & Walls

Paint & Wallpaper

Doors/Locks/Knobs/Stops

Flooring

Light 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

P. Utility RoomMove-In CommentsLandlord's Move-Out Comments

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

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Inventory and Condition Form concerning _____

Q. Other	Move-In Comments	Landlord's Move-Out Comments
Central A/C & Heat		
Filter		
Thermostat		
Window A/C Units		
Space or Wall Heaters		
Water Heater		
Water Softener		
Alarm System		
Central Vacuum		
Other		

Smoke Alarms: 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. Number of Keys:	Received	Returned		Received	Returned
Door keys:			Garage Door Remotes:		
Mailbox keys:			Laundry Room Keys:		
Security Cards:			Recreational Facilities Keys/Cards:		
Gate Keys:			Other _____:		

THIS FORM IS NOT A REPAIR REQUEST. SUBMIT ALL REQUESTS FOR REPAIRS SEPARATELY IN ACCORDANCE WITH YOUR LEASE. The undersigned acknowledge that the above is an accurate assessment of the condition of the property as of the date signed.

Tenant _____ Date _____
Ph: (c) _____ (alt) _____
E-mail: _____

Tenant _____ Date _____
Ph: (c) _____ (alt) _____
E-mail: _____

Tenant _____ Date _____
Ph: (c) _____ (alt) _____
E-mail: _____

Tenant _____ Date _____
Ph: (c) _____ (alt) _____
E-mail: _____

For Landlord's Use:

This form was received by Landlord's on _____ (date)

(Landlord's or Manager's signature)