

**RENTAL PROPERTY INVENTORY AND CONDITION FORM**

INVENTORY AND CONDITION FORM CONCERNING THE PROPERTY AT:

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**RENTAL PROPERTY INSPECTION CHECKLIST**

**Y N EQUIPMENT CHECKS**

		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.

## RENTAL PROPERTY INSPECTION CHECKLIST

### Y N EQUIPMENT CHECKS

		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

	Move-In Comments	Move-Out Comments	Cost to Repair
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

	Move-In Comments	Move-Out Comments	Cost to Repair
Ceilings & Walls			
Floor			
Auto Door Opener			
Safety Reversal			
Remotes			
Garage Doors			
Exterior Doors & Stops			
Storage Room			
Other			



F. Kitchen & Breakfast

	Move-In Comments	Move-Out Comments	Cost to Repair
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			









