

## **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 \_\_\_\_\_.

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**RENTAL PROPERTY INVENTORY AND CONDITION FORM**  
**INVENTORY AND CONDITION FORM CONCERNING THE PROPERTY AT:**

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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

- 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

- Ceilings & Walls \_\_\_\_\_
- Floor \_\_\_\_\_
- Auto Door Opener \_\_\_\_\_
- Safety Reversal \_\_\_\_\_
- Remotes \_\_\_\_\_

Garage Doors \_\_\_\_\_  
Exterior Doors & Stops \_\_\_\_\_  
Storage Room \_\_\_\_\_  
Other \_\_\_\_\_

C. Entry Move-In Comments Move-Out Comments

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

D. Living Room Move-In Comments Move-Out Comments

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. Dining Room Move-In Comments Move-Out Comments

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. Kitchen & Breakfast Move-In Comments Move-Out Comments

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 Move-In Comments 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 Move-Out Comments

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) Move-In Comments Move-Out Comments

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) Move-In Comments Move-Out Comments

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. Bedroom (2) Move-In Comments Move-Out Comments**

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. Bedroom (3) Move-In Comments Move-Out Comments**

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. Bedroom (4) Move-In Comments Move-Out Comments**

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. Bathroom (2) Move-In Comments Move-Out Comments**

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. Bathroom (3) Move-In Comments Move-Out Comments

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. Utility Room Move-In Comments 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 \_\_\_\_\_

Q. Other Move-In Comments Move-Out Comments

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: Received Returned Received Returned

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 Tenant Date