

INVENTORY CHECKLIST (1 OF 4)

Use this inventory form upon inspection of the rental property in question. This form is for the protection of both the landlord and the tenant(s).

Inspect the unit upon move in, filling in the "Condition Upon Move In" section within 72 hours of rental date. Tenant(s) and landlord should initial or sign the inventory checklist upon each inspection. This inventory checklist should be performed in person by tenant(s) and landlord at move in and move out. Both landlord and tenant(s) should receive a copy of this form upon each inspection.

Use detailed notes upon each inspection, noting any deterioration or damage beyond normal wear and tear. Look for burns, stains, dirt and grime and dust among other things when completing this form.

Additions may be made to this form if necessary. Cross out sections or complete as "N/A" if sections do not apply. Additions to the form should be initialed by both landlord and tenant(s) and each party should receive a copy of this modified form if additions are made.

Address _____

Name of Landlord(s) _____

Name of Tenant(s) _____

Unit Number _____

AREA	ITEM	CONDITION UPON MOVE IN Note condition, making particular note of existing damage and wear and tear. DATE:	CONDITION UPON MOVE OUT Note deterioration beyond reasonable wear and tear for which tenant is responsible. DATE:
KITCHEN	Cupboards		
	Floor		
	Walls and ceiling		
	Stove, oven, range hood		
	Refrigerator (ice trays, egg shelf etc)		
	Sink and garbage disposal		
	Windows and coverings (screens, drapes etc)		
	Doors and door hardware		
	Light fixtures		
	Electrical outlets (power surges, dead etc)		

INVENTORY CHECKLIST (2 OF 4)

AREA	ITEM	CONDITION UPON MOVE IN Note condition, making particular note of existing damage and wear and tear. DATE:	CONDITION UPON MOVE OUT Note deterioration beyond reasonable wear and tear for which tenant is responsible. DATE:
LIVING ROOM	Floor		
	Walls and ceiling		
	Windows and coverings (screens, drapes etc)		
	Doors and door hardware		
	Light fixtures		
	Electrical outlets (power surges, dead etc)		

AREA	ITEM	CONDITION UPON MOVE IN Note condition, making particular note of existing damage and wear and tear. DATE:	CONDITION UPON MOVE OUT Note deterioration beyond reasonable wear and tear for which tenant is responsible. DATE:
BATHROOM	Floor		
	Walls and ceiling		
	Shower and tub (walls, door, tracks etc)		
	Toilet		
	Plumbing fixtures (water pressure and temperature, rust etc)		
	Windows and coverings (screens, drapes etc)		
	Sink, vanity, medicine cabinet		
	Doors and door hardware		
	Light fixtures		
Electrical outlets (power surges, dead etc)			

INVENTORY CHECKLIST (3 OF 4)

AREA	ITEM	CONDITION UPON MOVE IN Note condition, making particular note of existing damage and wear and tear. DATE:	CONDITION UPON MOVE OUT Note deterioration beyond reasonable wear and tear for which tenant is responsible. DATE:
HALLWAYS & OTHER AREAS	Floor		
	Walls and ceiling		
	Closets (doors and tracks etc)		
	Light fixtures		
	Furnace / air conditioner filter(s)		
	Patio, deck, yard (ground coverings, fencing, planted areas etc)		
	Electrical outlets (power surges, dead etc)		
	Other (specify)		

AREA	ITEM	CONDITION UPON MOVE IN Note condition, making particular note of existing damage and wear and tear. DATE:	CONDITION UPON MOVE OUT Note deterioration beyond reasonable wear and tear for which tenant is responsible. DATE:
BEDROOM 1	Floor		
	Walls and ceiling		
	Closets (doors and tracks etc)		
	Light fixtures		
	Windows and coverings (screens, drapes etc)		
	Doors and door hardware		
	Electrical outlets (power surges, dead etc)		

INVENTORY CHECKLIST (4 OF 4)

AREA	ITEM	CONDITION UPON MOVE IN Note condition, making particular note of existing damage and wear and tear. DATE:	CONDITION UPON MOVE OUT Note deterioration beyond reasonable wear and tear for which tenant is responsible. DATE:
BEDROOM 2	Floor		
	Walls and ceiling		
	Closets (doors and tracks etc)		
	Light fixtures		
	Windows and coverings (screens, drapes etc)		
	Doors and door hardware		
	Electrical outlets (power surges, dead etc)		

AREA	ITEM	CONDITION UPON MOVE IN Note condition, making particular note of existing damage and wear and tear. DATE:	CONDITION UPON MOVE OUT Note deterioration beyond reasonable wear and tear for which tenant is responsible. DATE:
BEDROOM 3	Floor		
	Walls and ceiling		
	Closets (doors and tracks etc)		
	Light fixtures		
	Windows and coverings (screens, drapes etc)		
	Doors and door hardware		
	Electrical outlets (power surges, dead etc)		