



# 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.

<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	_____	_____

	<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
Door Locks & Knobs	_____	_____
Flooring	_____	_____
Light Fixtures	_____	_____
Windows & Screens	_____	_____
Window Latches	_____	_____
Plugs & Switches	_____	_____
Closet Shelves & Rods	_____	_____
Other	_____	_____

D. Living Room

	<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	_____	_____
Cabinets	_____	_____
Fireplace	_____	_____
Other	_____	_____

E. Dining Room

	<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	_____	_____
Cabinets	_____	_____
Other	_____	_____

F. Kitchen & Breakfast

	<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	_____	_____
Pantry & Shelves	_____	_____
Cabinets & Handles	_____	_____
Drawers & Handles	_____	_____
Countertops	_____	_____
Range/Cooktop	_____	_____

	<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
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

	<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	_____	_____
Other	_____	_____

H. Family Room

	<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	_____	_____
Fireplace/Logs/Equip.	_____	_____
Other	_____	_____

I. Master Bedroom (1)

	<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	_____	_____

Move-In Comments

Landlord's Move-Out Comments

Plugs & Switches \_\_\_\_\_  
Closet Shelves & Rods \_\_\_\_\_  
Cabinets \_\_\_\_\_  
Other \_\_\_\_\_

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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 \_\_\_\_\_

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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 \_\_\_\_\_

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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 \_\_\_\_\_

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<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	_____	_____
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	_____	_____

<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	_____	_____
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 Room**

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 & Handles	_____	_____
Countertops	_____	_____
Sinks & Faucets	_____	_____
Washer & Dryer	_____	_____
W & D Connections	_____	_____
Other	_____	_____

**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

<b>R. Number of Keys:</b>	<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:	_____	_____

**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: (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 received by Landlord on \_\_\_\_\_ (date)  
 \_\_\_\_\_ (Landlord's or Manager's signature)*