



## PROPERTY MANAGER'S INVENTORY AND CONDITION REPORT

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CONCERNING THE PROPERTY AT 5515 Avenue R Galveston TX 77551

Date of Report: \_\_\_\_\_

**Check only the items that are in, on, or part of the Property.**

<b>Exterior Items</b>	<b>Comments</b>
<input type="checkbox"/> Mailbox	
<input type="checkbox"/> Fences & Gates	
<input type="checkbox"/> Sheds & Outbuildings	
<input type="checkbox"/> Lawns, Trees, & Shrubs	
<input type="checkbox"/> Undergrd. Lawn Sprinkler	
<input type="checkbox"/> Exterior Faucets	
<input type="checkbox"/> Roof & Gutters	
<input type="checkbox"/> Siding & Paint	
<input type="checkbox"/> Driveway	
<input type="checkbox"/> Exterior Doors (doors, viewers, locks, stops, & knobs)	
<input type="checkbox"/> Door Bell	
<input type="checkbox"/> Exterior Lights	
<input type="checkbox"/> Patio or Deck	
<input type="checkbox"/> Water Shut-Off Valve	
<input type="checkbox"/> Gas Shut-Off Valve	
<input type="checkbox"/> Electrical Breakers	
<input type="checkbox"/> Other	

<b>Garage</b>	<b>Comments</b>
<input type="checkbox"/> Ceilings & Walls	
<input type="checkbox"/> Floor	
<input type="checkbox"/> Light Fixtures	
<input type="checkbox"/> Cabinets & Shelves	
<input type="checkbox"/> Auto Door Openers	
<input type="checkbox"/> Remotes for Doors	
<input type="checkbox"/> Garage Doors	
<input type="checkbox"/> Door to Dwelling (door, viewer, locks, stops, & knobs)	
<input type="checkbox"/> Other Doors (doors, viewers locks, stops, & knobs)	
<input type="checkbox"/> Storage Room	
<input type="checkbox"/> Other	

<b>Entry</b>	<b>Comments</b>
<input type="checkbox"/> Ceilings & Walls	
<input type="checkbox"/> Paint & Wallpaper	
<input type="checkbox"/> Doors (doors, viewers, locks stops, & knobs)	
<input type="checkbox"/> Light Fixtures	
<input type="checkbox"/> Windows/Screens/Latches	

<b>Entry (cont.)</b>	<b>Comments</b>
<input type="checkbox"/> Plugs & Switches	

<input type="checkbox"/> Closet Shelves & Rods	
<input type="checkbox"/> Smoke Alarm	Tested? <input type="checkbox"/> yes <input type="checkbox"/> no Working? <input type="checkbox"/> yes <input type="checkbox"/> no Battery: _____
<input type="checkbox"/> Other	

Living Room	Comments
<input type="checkbox"/> Ceilings & Walls	
<input type="checkbox"/> Paint & Wallpaper	
<input type="checkbox"/> Doors (doors, viewers, locks stops, & knobs)	
<input type="checkbox"/> Flooring	
<input type="checkbox"/> Lights & Ceiling Fans	
<input type="checkbox"/> Windows/Screens/Latches	
<input type="checkbox"/> Drapes/Blinds/Shutters	
<input type="checkbox"/> Plugs & Switches	
<input type="checkbox"/> Cabinets	
<input type="checkbox"/> Fireplace/Logs/Equip.	
<input type="checkbox"/> Smoke Alarm	Tested? <input type="checkbox"/> yes <input type="checkbox"/> no Working? <input type="checkbox"/> yes <input type="checkbox"/> no Battery: _____
<input type="checkbox"/> Other	

Dining Room	Comments
<input type="checkbox"/> Ceilings & Walls	
<input type="checkbox"/> Paint & Wallpaper	
<input type="checkbox"/> Doors (doors, viewers, locks stops, & knobs)	
<input type="checkbox"/> Flooring	
<input type="checkbox"/> Lights & Ceiling Fans	
<input type="checkbox"/> Windows/Screens/Latches	
<input type="checkbox"/> Drapes/Blinds/Shutters	
<input type="checkbox"/> Plugs & Switches	
<input type="checkbox"/> Cabinets	
<input type="checkbox"/> Smoke Alarm	Tested? <input type="checkbox"/> yes <input type="checkbox"/> no Working? <input type="checkbox"/> yes <input type="checkbox"/> no Battery: _____
<input type="checkbox"/> Other	

Kitchen & Breakfast	Comments
<input type="checkbox"/> Ceilings & Walls	
<input type="checkbox"/> Paint & Wallpaper	
<input type="checkbox"/> Doors (doors, viewers, locks stops, & knobs)	
<input type="checkbox"/> Lights & Ceiling Fans	
<input type="checkbox"/> Windows/Screens/Latches	
<input type="checkbox"/> Drapes/Blinds/Shutters	
<input type="checkbox"/> Plugs & Switches	
<input type="checkbox"/> Pantry & Shelves	
<input type="checkbox"/> Cabinets & Handles	
<input type="checkbox"/> Drawers & Handles	
<input type="checkbox"/> Flooring	
<input type="checkbox"/> Countertops	
<input type="checkbox"/> Grout & Caulking	
<input type="checkbox"/> Range/Cooktop	

Kitchen & Brfk. (cont.)	Comments
<input type="checkbox"/> Microwave	

<input type="checkbox"/> Dishwasher	
<input type="checkbox"/> Oven (racks, knobs, broiler pan light cover, bulb, element)	
<input type="checkbox"/> Vent Hood (light, fan, & filter)	
<input type="checkbox"/> Garbage Disposer	
<input type="checkbox"/> Sink/Faucet/Sprayer	
<input type="checkbox"/> Refrigerator (shelves, bulb light cover, drawers)	
<input type="checkbox"/> Smoke Alarm	Tested? <input type="checkbox"/> yes <input type="checkbox"/> no Working? <input type="checkbox"/> yes <input type="checkbox"/> no Battery: _____
<input type="checkbox"/> Other	

Halls	Comments
<input type="checkbox"/> Ceilings & Walls	
<input type="checkbox"/> Paint & Wallpaper	
<input type="checkbox"/> Doors (doors, viewers, locks stops, & knobs)	
<input type="checkbox"/> Flooring	
<input type="checkbox"/> Light Fixtures	
<input type="checkbox"/> Plugs & Switches	
<input type="checkbox"/> Closet Shelves & Rods	
<input type="checkbox"/> Cabinets	
<input type="checkbox"/> Smoke Alarm	Tested? <input type="checkbox"/> yes <input type="checkbox"/> no Working? <input type="checkbox"/> yes <input type="checkbox"/> no Battery: _____
<input type="checkbox"/> Other	

Family Room	Comments
<input type="checkbox"/> Ceiling & Walls	
<input type="checkbox"/> Paint & Wallpaper	
<input type="checkbox"/> Doors (doors, viewers, locks stops, & knobs)	
<input type="checkbox"/> Flooring	
<input type="checkbox"/> Lights & Ceiling Fans	
<input type="checkbox"/> Windows/Screens/Latches	
<input type="checkbox"/> Drapes/Blinds/Shutters	
<input type="checkbox"/> Plugs & Switches	
<input type="checkbox"/> Closet Shelves & Rods	
<input type="checkbox"/> Cabinets	
<input type="checkbox"/> Fireplace/Logs/Equip.	
<input type="checkbox"/> Smoke Alarm	Tested? <input type="checkbox"/> yes <input type="checkbox"/> no Working? <input type="checkbox"/> yes <input type="checkbox"/> no Battery: _____
<input type="checkbox"/> Other	

Master Bedroom (1)	Comments
<input type="checkbox"/> Ceiling & Walls	
<input type="checkbox"/> Paint & Wallpaper	
<input type="checkbox"/> Doors (doors, viewers, locks stops, & knobs)	
<input type="checkbox"/> Flooring	
<input type="checkbox"/> Lights & Ceiling Fans	
<input type="checkbox"/> Windows/Screens/Latches	
<input type="checkbox"/> Drapes/Blinds/Shutters	
<input type="checkbox"/> Plugs & Switches	

Master Bdrm. (cont.)	Comments

<input type="checkbox"/> Closet Shelves & Rods	
<input type="checkbox"/> Cabinets	
<input type="checkbox"/> Smoke Alarm	Tested? <input type="checkbox"/> yes <input type="checkbox"/> no Working? <input type="checkbox"/> yes <input type="checkbox"/> no Battery: _____
<input type="checkbox"/> Other	

<b>Master Bathroom (1)</b>	<b>Comments</b>
<input type="checkbox"/> Ceiling & Walls	
<input type="checkbox"/> Paint & Wallpaper	
<input type="checkbox"/> Doors (doors, viewers, locks stops, & knobs)	
<input type="checkbox"/> Lights & Fans	
<input type="checkbox"/> Windows/Screens/Latches	
<input type="checkbox"/> Drapes/Blinds/Shutters	
<input type="checkbox"/> Plugs & Switches	
<input type="checkbox"/> Closet Shelves & Rods	
<input type="checkbox"/> Cabinets & Handles	
<input type="checkbox"/> Flooring	
<input type="checkbox"/> Countertops	
<input type="checkbox"/> Sinks/Faucets/Stoppers	
<input type="checkbox"/> Tub/Shower & Faucets	
<input type="checkbox"/> Grout & Caulking	
<input type="checkbox"/> Toilet/Lid/Seat/Paper Hldr	
<input type="checkbox"/> Heaters & Exhaust Fans	
<input type="checkbox"/> Towel Fixtures	
<input type="checkbox"/> Other	

<b>Bedroom (2)</b>	<b>Comments</b>
<input type="checkbox"/> Ceiling & Walls	
<input type="checkbox"/> Paint & Wallpaper	
<input type="checkbox"/> Doors (doors, viewers, locks stops, & knobs)	
<input type="checkbox"/> Flooring	
<input type="checkbox"/> Lights & Ceiling Fans	
<input type="checkbox"/> Windows/Screens/Latches	
<input type="checkbox"/> Drapes/Blinds/Shutters	
<input type="checkbox"/> Plugs & Switches	
<input type="checkbox"/> Closet Shelves & Rods	
<input type="checkbox"/> Cabinets	
<input type="checkbox"/> Smoke Alarm	Tested? <input type="checkbox"/> yes <input type="checkbox"/> no Working? <input type="checkbox"/> yes <input type="checkbox"/> no Battery: _____
<input type="checkbox"/> Other	

<b>Bedroom (3)</b>	<b>Comments</b>
<input type="checkbox"/> Ceiling & Walls	
<input type="checkbox"/> Paint & Wallpaper	
<input type="checkbox"/> Doors (doors, viewers, locks stops, & knobs)	
<input type="checkbox"/> Flooring	
<input type="checkbox"/> Lights & Ceiling Fans	
<input type="checkbox"/> Windows/Screens/Latches	
<input type="checkbox"/> Drapes/Blinds/Shutters	
<b>Bedroom (3) (cont.)</b>	<b>Comments</b>
<input type="checkbox"/> Plugs & Switches	

<input type="checkbox"/> Closet Shelves & Rods	
<input type="checkbox"/> Cabinets	
<input type="checkbox"/> Smoke Alarm	Tested? <input type="checkbox"/> yes <input type="checkbox"/> no Working? <input type="checkbox"/> yes <input type="checkbox"/> no Battery: _____
<input type="checkbox"/> Other	

<b>Bedroom (4)</b>	<b>Comments</b>
<input type="checkbox"/> Ceiling & Walls	
<input type="checkbox"/> Paint & Wallpaper	
<input type="checkbox"/> Doors (doors, viewers, locks stops, & knobs)	
<input type="checkbox"/> Flooring	
<input type="checkbox"/> Lights & Ceiling Fans	
<input type="checkbox"/> Windows/Screens/Latches	
<input type="checkbox"/> Drapes/Blinds/Shutters	
<input type="checkbox"/> Plugs & Switches	
<input type="checkbox"/> Closet Shelves & Rods	
<input type="checkbox"/> Cabinets	
<input type="checkbox"/> Smoke Alarm	Tested? <input type="checkbox"/> yes <input type="checkbox"/> no Working? <input type="checkbox"/> yes <input type="checkbox"/> no Battery: _____
<input type="checkbox"/> Other	

<b>Bathroom (2)</b>	<b>Comments</b>
<input type="checkbox"/> Ceiling & Walls	
<input type="checkbox"/> Paint & Wallpaper	
<input type="checkbox"/> Doors (doors, viewers, locks stops, & knobs)	
<input type="checkbox"/> Lights & Fans	
<input type="checkbox"/> Windows/Screens/Latches	
<input type="checkbox"/> Drapes/Blinds/Shutters	
<input type="checkbox"/> Plugs & Switches	
<input type="checkbox"/> Closet Shelves & Rods	
<input type="checkbox"/> Cabinets & Handles	
<input type="checkbox"/> Flooring	
<input type="checkbox"/> Countertops	
<input type="checkbox"/> Sinks/Faucets/Stoppers	
<input type="checkbox"/> Tub/Shower & Faucets	
<input type="checkbox"/> Grout & Caulking	
<input type="checkbox"/> Toilet/Lid/Seat/Paper Hldr	
<input type="checkbox"/> Heaters & Exhaust Fans	
<input type="checkbox"/> Towel Fixtures	
<input type="checkbox"/> Other	

<b>Bathroom (3)</b>	<b>Comments</b>
<input type="checkbox"/> Ceiling & Walls	
<input type="checkbox"/> Paint & Wallpaper	
<input type="checkbox"/> Doors (doors, viewers, locks stops, & knobs)	
<input type="checkbox"/> Lights & Fans	
<input type="checkbox"/> Windows/Screens/Latches	
<input type="checkbox"/> Drapes/Blinds/Shutters	
<input type="checkbox"/> Plugs & Switches	
<b>Bathroom (3) (cont.)</b>	<b>Comments</b>
<input type="checkbox"/> Closet Shelves & Rods	

<input type="checkbox"/> Cabinets & Handles	
<input type="checkbox"/> Flooring	
<input type="checkbox"/> Countertops	
<input type="checkbox"/> Sinks/Faucets/Stoppers	
<input type="checkbox"/> Grout & Caulking	
<input type="checkbox"/> Tub/Shower & Faucets	
<input type="checkbox"/> Toilet/Lid/Seat/Paper Hldr	
<input type="checkbox"/> Heaters & Exhaust Fans	
<input type="checkbox"/> Towel Fixtures	
<input type="checkbox"/> Other	

Utility Room	Comments
<input type="checkbox"/> Ceiling & Walls	
<input type="checkbox"/> Paint & Wallpaper	
<input type="checkbox"/> Doors (doors, viewers, locks stops, & knobs)	
<input type="checkbox"/> Light Fixtures	
<input type="checkbox"/> Windows/Screens/Latches	
<input type="checkbox"/> Plugs & Switches	
<input type="checkbox"/> Closet Shelves & Rods	
<input type="checkbox"/> Cabinets & Handles	
<input type="checkbox"/> Flooring	
<input type="checkbox"/> Countertops	
<input type="checkbox"/> Sinks & Faucets	
<input type="checkbox"/> Grout & Caulking	
<input type="checkbox"/> Washer & Dryer	
<input type="checkbox"/> W & D Connections	
<input type="checkbox"/> Smoke Alarm	Tested? <input type="checkbox"/> yes <input type="checkbox"/> no Working? <input type="checkbox"/> yes <input type="checkbox"/> no Battery: _____
<input type="checkbox"/> Other	

Other	Comments
<input type="checkbox"/> Central AC & Heat (units, filters, thermostats)	Note # of units & filter size.
<input type="checkbox"/> Window A/C Units	Note # of units.
<input type="checkbox"/> Space or Wall Heaters	Note # of units.
<input type="checkbox"/> Water Heater	Note # of units & capacity.
<input type="checkbox"/> Water Softener	
<input type="checkbox"/> Alarm System	
<input type="checkbox"/> Central Vacuum	
<input type="checkbox"/> Other	

**Number of Keys:** (Report the number of keys or devices.)

Door keys: \_\_\_\_\_ Garage Door Remotes: \_\_\_\_\_ Security Cards: \_\_\_\_\_ Mailbox keys: \_\_\_\_\_  
 Ceiling Fan Remotes: \_\_\_\_\_ Laundry Room Keys: \_\_\_\_\_ Recreational Facilities Keys or Cards: \_\_\_\_\_

Receipt of report acknowledged by:	
Signature _____	Date _____
Printed Name: _____	

Signature of Person Completing Report \_\_\_\_\_  
 Printed Name: \_\_\_\_\_