

RESIDENTIAL LEASE 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 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.*

A. Exterior Items	Move-In Comments	Landlord's Move-Out Comments
Mailbox _____	_____	_____
Fences & Gates _____	_____	_____
Lawn, Trees & Shrubs _____	_____	_____
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		

B. INTERIOR	Move-In Comments	Landlord's Move-Out Comments
Ceilings & Walls _____	_____	_____
Floor _____	_____	_____
Other _____	_____	_____

C. Entry	Move-In Comments	Landlord's Move-Out Comments
Ceiling & Walls _____	_____	_____
Paint & Wallpaper _____	_____	_____
Doors & Door Stops _____	_____	_____

D. Living Room	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. _____	_____	_____

Inventory and Condition Form concerning _____

Plugs & Switches	_____	_____
Cabinets	_____	_____
Fireplace	_____	_____
Other	_____	_____

E. Kitchen & Breakfast	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	_____	_____
Pantry & Shelves	_____	_____
Cabinets & Handles	_____	_____
Drawers & Handles	_____	_____
Countertops	_____	_____
Range/Cooktop	_____	_____

	Move-In Comments	Landlord's Move-Out Comments
Microwave	_____	_____
Oven	_____	_____
Racks & Knobs	_____	_____
Broiler & Pan	_____	_____
Light Cover & Bulb	_____	_____
Vent Hood	_____	_____
Light & Fan	_____	_____
Filter	_____	_____
Sink & Faucet	_____	_____
Refrigerator	_____	_____
Shelves & Drawers.	_____	_____
Light Cover & Bulb	_____	_____
Other	_____	_____

F. Bedroom (1)	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.	_____	_____

	<u>Move-In Comments</u>	<u>Landlord's Move-Out Comment</u>
Plugs & Switches _____	_____	_____
Closet Shelves & Rods, _____	_____	_____
Cabinets _____	_____	_____
Other _____	_____	_____

G. Bathroom (1)

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

<u>Other</u>	<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
Central A/C & Heat _____	_____	_____
Filter _____	_____	_____
Thermostat _____	_____	_____
Window A/C Units _____	_____	_____
Space or Wall Heaters. _____	_____	_____
Water Heater _____	_____	_____
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, front door, and rear doors) yes no Working? yes no

<u>Number of Keys:</u>	<u>Received</u>	<u>Returned</u>
Door keys: _____	_____	_____
Laundry Room Keys: _____	_____	_____
Security 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.