



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 detectors, 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. <u>Exterior Items</u>		<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
Mailbox		Destroyed	
Fences & Gates		rear fence has large hole in middle	
Pool/Spa & Equip.		NA	
Lawn, Trees & Shrubs		Lawn brown and dead up front, most of rear yard dead	
Undgrd. Lawn Sprinkler		NA	
Exterior Faucets		Works	
Roof & Gutters		Roof has wear and age damage visible esp from back	
Siding & Paint		front shutter paint peeling extensively	
Driveway		ok	
Front Door		damage around deadbolt, paint on lower R scraped	
Door Knob & Lock		ok	
Light/Bulb		ok	
Door Bell		none	
Back Door		ok	
Door Knob & Lock		ok	
Light/Bulb		rear lights non functional	
Patio or Deck			
Patio Door		ok	
Door Knob & Lock		ok	
Light/Bulb		rear lights non functional	
Other		L side downspout from gutter missing	
Water Shut-Off Valve Located?	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	Electrical Breakers Located?	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
B. <u>Garage</u>		<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
Ceilings & Walls		damage everywhere, L wall at rear partially ruined	
Floor		daylight showing from wall	
Auto Door Opener		broken, will not connect to door to verify further function	
Safety Reversal			
Remotes			
Garage Doors		Broken, top outside corner missing wheel, falls in, door nonfunctional	
Exterior Doors & Stops		damaged, heavily all over	
Storage Room			
Other		lights in garage nonfunctional, massive damage throughout	
C. <u>Entry</u> room between garage and laundry room		<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
Ceiling & Walls		ok	
Paint & Wallpaper		ok	
Doors & Door Stops		front door landing interior and exterior missing / damaged, rear door exterior landing dented	

	<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
Door Locks & Knobs	ok	
Flooring	ok	
Light Fixtures	ok	
Windows & Screens	ok	
Window Latches	ok	
Plugs & Switches	switch by rear door nonfunctional	
Closet Shelves & Rods	n/a	
Other	tile stairs cracked on 2nd step towards kitchen	
D. <u>Living Room</u>	<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
Ceiling & Walls	drywall damage to ceiling above fan, rest OK	
Paint & Wallpaper	Paint above large vent below main window damaged	
Doors & Door Stops	No door stop, door exterior damaged around deadbolt	
Door Locks & Knobs	OK	
Flooring	OK	
Lights & Ceiling Fans	OK	
Windows & Screens	Screens wont seat well	
Window Latches	OK	
Drapes/Blinds/Shutters	Blinds nearest exterior door wont fully stow	
Plugs & Switches	lightswitch plate by exterior door cracked	
Cabinets	Fine, paint spots on bottom of R bookshelf	
Fireplace	Unable to assess function, is intact, paint spots on brick	
Other	Livingroom stairway trim is damaged at lowest step visible to room	
E. <u>Dining Room</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		
Cabinets		
Other		
F. <u>Kitchen & Breakfast</u>	<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
Ceiling & Walls	ceiling drywall crack on front towards living room entry	
Paint & Wallpaper	chipped paint in doorway to living room	
Doors & Door Stops	n/a	
Door Locks & Knobs	n/a	
Flooring	tiles cracked along exit to living room	
Lights & Ceiling Fans	ok	
Windows & Screens	L window unable to close completely	
Window Latches	L window damaged cannot lock!	
Drapes/Blinds/Shutters	ok	
Plugs & Switches	ok	
Pantry & Shelves	ok	
Cabinets & Handles	ok	
Drawers & Handles	ok	
Countertops	OK	
Range/Cooktop	OK	

	<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
Microwave	ok	
Dishwasher		
Oven	ok	
Racks & Knobs		
Broiler & Pan		
Light Cover & Bulb		
Vent Hood	n/a	
Light & Fan		
Filter		
Garbage Disposer	n/a	
Sink & Faucet	R sink leaks badly	
Refrigerator	leaks onto floor when using water dispenser	
Shelves & Drawers		
Light Cover & Bulb		
Other		
G. Halls	<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
Ceiling & Walls		
Paint & Wallpaper	wear on corner paint and drywall	
Doors & Door Stops		
Door Locks & Knobs		
Flooring	3 cracked tiles on 1st floor hallway	
Light Fixtures		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
Other		
H. Family Room ^{n/a}	<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) ^{rear L 1st floor}	<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops	closet door will not close	
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens	screen to side of house falls out	
Window Latches		
Drapes/Blinds/Shutters		

	<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
Plugs & Switches	_____	_____
Closet Shelves & Rods	_____	_____
Cabinets	_____	_____
Other	both vents on walls damaged, hanging off center, screws stripped	_____
J. <u>Master Bathroom (1)</u> <small>downstairs one by kitchen</small>	<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
Ceiling & Walls	wall by side of sink damaged, drywall rotting, unpainted	_____
Paint & Wallpaper	see above, paint spill on sink and vanity	_____
Doors/Locks/Knobs/Stops	_____	_____
Flooring	cracked tile in front of toilet, 3 cracked by door	_____
Lights & Fans	fan always on, loud, works on both switches	_____
Windows & Screens	window does not open	_____
Window Latches	cannot verify window broken shut	_____
Drapes/Blinds/Shutters	_____	_____
Plugs & Switches	ok	_____
Closet Shelves & Rods	_____	_____
Cabinets & Handles	slight water damage under sink	_____
Countertops	_____	_____
Sinks & Faucets	Sink will not drain, leaks when stopped up, some dmg below sink in cabinet	_____
Tub/Shower & Faucets	grouting and moulding around tub cracked, drywall damaged	_____
Toilet/Lid/Seat/Paper Hldr.	_____	_____
Heaters & Exhaust Fans	fan switch always on no matter which switch gets flipped	_____
Towel Fixtures	dirty but ok	_____
Other	_____	_____
K. <u>Bedroom (2)</u> <small>L front 1st floor room</small>	<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
Ceiling & Walls	_____	_____
Paint & Wallpaper	paint on side of house wall scraped, bottom of window level, center	_____
Doors & Door Stops	_____	_____
Door Locks & Knobs	_____	_____
Flooring	_____	_____
Lights & Ceiling Fans	_____	_____
Windows & Screens	_____	_____
Window Latches	_____	_____
Drapes/Blinds/Shutters	blinds on side of house damaged	_____
Plugs & Switches	_____	_____
Closet Shelves & Rods	_____	_____
Cabinets	_____	_____
Other	_____	_____
L. <u>Bedroom (3)</u> <small>upper L bedroom</small>	<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	screen on top not bottom, unusable in this location	_____
Window Latches	_____	_____
Drapes/Blinds/Shutters	_____	_____
Plugs & Switches	_____	_____
Closet Shelves & Rods	_____	_____
Cabinets	_____	_____
Other	hatch door opens to unfinished insulation	_____

M. <u>Bedroom (4)</u> upper R bedroom		<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	screen installed on top instead of bottom also	_____	_____
Window Latches	_____	_____	_____
Drapes/Blinds/Shutters	_____	_____	_____
Plugs & Switches	_____	_____	_____
Closet Shelves & Rods	_____	_____	_____
Cabinets	_____	_____	_____
Other	_____	_____	_____
N. <u>Bathroom (2)</u> upstairs bathroom		<u>Move-In Comments</u>	<u>Landlord's Move-Out Comments</u>
Ceiling & Walls	L wall near top of shower damaged on drywall by the tile	_____	_____
Paint & Wallpaper	_____	_____	_____
Doors/Locks/Knobs/Stops	_____	_____	_____
Flooring	_____	_____	_____
Light Fixtures	_____	_____	_____
Windows & Screens	_____	_____	_____
Window Latches	_____	_____	_____
Drapes/Blinds/Shutters	_____	_____	_____
Plugs & Switches	plate covering switch not fit well, comes off the wall a lot	_____	_____
Closet Shelves & Rods	_____	_____	_____
Cabinets & Handles	_____	_____	_____
Countertops	_____	_____	_____
Sinks & Faucets	_____	_____	_____
Tub/Shower & Faucets	_____	_____	_____
Toilet/Lid/Seat/Paper Hldr.	_____	_____	_____
Heaters & Exhaust Fans	_____	_____	_____
Towel Fixtures	_____	_____	_____
Other	vent under sink missing cover, unsafe pets can enter carpet pulled up around door entry	_____	_____
O. <u>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 laundry hookups roomMove-In CommentsLandlord's Move-Out Comments

Ceiling & Walls	ok	
Paint & Wallpaper	ok	
Doors & Door Stops	ok	
Door Locks & Knobs	ok	
Flooring	ok	
Light Fixtures	ok	
Plugs & Switches	ok but cant check 220v	
Closet Shelves & Rods	ok	
Cabinets & Handles	ok	
Countertops	n/a	
Sinks & Faucets	n/a	
Washer & Dryer	n/a	
W & D Connections	there	
Other		

Q. OtherMove-In CommentsLandlord's Move-Out Comments

Central A/C & Heat	Blows cold, water pooling around bottom of unit	
Filter	age unclear	
Thermostat	works	
Window A/C Units	n/a	
Space or Wall Heaters	n/a	
Water Heater	works	
Water Softener	n/a	
Alarm System	n/a	
Central Vacuum	n/a	
Other		

Smoke Detectors: No. of Units: ³ _____ 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

R. Number of Keys:

<u>Received</u>	<u>Returned</u>
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Door keys:	<u>2</u>	<u> </u>
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Mailbox keys:	<u> </u>	<u> </u>
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Security Cards:	<u> </u>	<u> </u>
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Garage Door Remotes:

<u>Received</u>	<u>Returned</u>
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<u>0</u>	<u> </u>
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Laundry Room Keys:

<u> </u>	<u> </u>
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Recreational Facilities Keys/Cards:	<u> </u>	<u> </u>
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The undersigned acknowledge that the above is an accurate assessment of the condition of the property as of the date signed. All persons named on the lease are required to sign this document. Please ensure it is returned within the first 3 days of occupancy.

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 returned to Landlord on _____ (date)
 _____ (Landlord's or Manager's signature)