

RENTAL PROPERTY INSPECTION CHECKLIST

- _____ Unit must be completely free of trash and all dust including closets, baseboards and cabinets.
- _____ All window coverings must be straightened, washed, cleaned and dusted or replaced.
- _____ All bathrooms and kitchens must be cleaned including behind commode.
- _____ Fireplaces must be cleaned out and dust free.
- _____ Patios, balconies and storage closets must be swept and free from debris and trash.
- _____ All doorstoppers must work and any damages from previous problems corrected. Install if missing.
- _____ Appliances must be thoroughly cleaned, washed, and sanitized, including drip pans and knobs.
- _____ Light and plug switches must be replaced if cracked or stained.
- _____ At least 60-watt bulbs in all fixtures in working order.
- _____ Bath lights at 60 watts and all the same style bulb in place.
- _____ Any painting must be cleaned up thoroughly and consistent.
- _____ You must vacuum thoroughly when you leave.
- _____ All locks and doorknobs must be in excellent working order.
- _____ All windows per room must work and blinds must be left down and in the open position.
- _____ All light covers must be cleaned.
- _____ Ceiling fan blades must be cleaned and dusted, both sides.
- _____ The top of the refrigerator and stove must be spotless.
- _____ No stains should remain in the refrigerator or on porcelain in the bath. Use porcelain white out or bleach.
- _____ Baseboards must be washed and free of dirt and dust.
- _____ All drawers must be in good working order.
- _____ Check all keys and notify landlord if any do not work.
- _____ Check all appliances make sure they are in working order and cleaned.
- _____ Wallpaper must be washed, cleaned, and re-glued or replaced in a professional manner.
- _____ All bugs must be removed and cleaned from the unit.
- _____ All vinyl floors need to be mopped, waxed, and cleaned, including underneath cabinets. Do not wax over dirt.
- _____ "For Lease" sign must be in front of yard, close to sidewalk and sideways to home.
- _____ Sinks to be cleaned (bleached if necessary), and garbage disposal tested and free from blockage.
- _____ Storage closets are to be swept, cleaned, checked for working lock and key.
- _____ All mirrors and windows should be cleaned inside and out.
- _____ All trash is not to be left, but removed to a dumpsite.
- _____ Fill in any nail holes with matching color.
- _____ Open all sink cabinets, and clean out all areas below.
- _____ Clean doors and door frames around them, including fingerprints, dust, etc.
- _____ Check the working condition of the STOVE.
- _____ Check the working condition of the OVEN.
- _____ Check the working condition of the REFRIGERATOR/FREEZER.
- _____ Check the working condition of the DISPOSAL.
- _____ Check the working condition of the WASHER/DRYER.
- _____ Check the working condition of the AIR CONDITIONER.
- _____ Check the working condition of the HEATER.
- _____ Check the working condition of the HOT WATER HEATER.
- _____ Check the working condition of all SINKS FOR LEAKS.
- _____ Check the working condition of the GARAGE DOOR OPENERS.
- _____ Check the working condition of all WINDOW AND DOOR LOCKS.

RENTAL PROPERTY 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. You and your Landlord may also use this form upon move-out.

Keep a copy for your records. Note any defects in the items listed below:

Description of Condition: **New, good, fair, poor, needs repair, needs cleaning, needs replacing**

A	EXTERIOR ITEMS	Move-In Comments	Move-Out Comments
	Mailbox	_____	_____
	Fences & Gates	_____	_____
	Lawn, Trees & Shrubs	_____	_____
	Roof & Gutters	_____	_____
	Siding & Paint Drive	_____	_____
	Front Door	_____	_____
	Door Knob & Lock	_____	_____
	Weather stripping	_____	_____
	Light/Bulb	_____	_____
	Door Bell	_____	_____
	Other	_____	_____
	Water Shut-off Valve	_____	_____
	Located? YES/NO?	_____	_____

B	GARAGE	Move-In Comments	Move-Out Comments
	Ceilings & Walls	_____	_____
	Floor	_____	_____
	Auto Door Opener	_____	_____
	Safety Reversal	_____	_____
	Remotes	_____	_____
	Garage Doors	_____	_____
	Exterior Doors & Stops	_____	_____
	Storage Room	_____	_____
	Other	_____	_____

C	ENTRY	Move-In Comments	Move-Out Comments
	Ceiling & Walls	_____	_____
	Paint & Wallpaper	_____	_____
	Doors & Door stops	_____	_____
	Door Locks & Knobs	_____	_____
	Flooring	_____	_____

Light Fixtures		
Windows & Screens		
Window Latches		
Coat Rack		
Other		

D	LIVING ROOM	Move-In Comments	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		
	Fireplace		
	Other		

E	Halls	Move-In Comments	Move-Out Comments
	Ceiling & Walls		
	Paint & Wallpaper		
	Doors & Door Stops		
	Door Locks & Knobs		
	Flooring		
	Light Fixtures		
	Plugs		
	Window Latches		
	Drapes/Blinds/Shutters		
	Plugs & Switches		
	Other		

F.	Kitchen & Breakfast	Move-In Comments	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 and handles		
	Drawers and Handles		

Countertops		
Range		
Oven		
Racks		
Knobs		
Broiler		
Went Hood		
Light & Fan		
Filter		
Garbage Disposer		
Sink & Faucet		
Dishwasher		
Silver Basket		
Soap Dispenser		
Racks		
Refrigerator		
Ice Trays		
Shelves & Drawers		
Butter Tray		
Light & Bulb		
Other		

G	DINING ROOM	Move-In Comments	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		

H	<u>Master Bedroom</u>	Move-In Comments	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 _____

I	<u>Bedroom (2)</u>	Move-In Comments	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	_____	_____

J	<u>Master Bathroom</u>	Move-In Comments	Move-Out Comments
	Ceiling & Walls	_____	_____
	Paint & Wallpaper	_____	_____
	Doors & Door Stops	_____	_____
	Door Locks & Knobs	_____	_____
	Flooring	_____	_____
	Light Fixtures	_____	_____
	Windows & Screens	_____	_____
	Window Latches	_____	_____
	Drapes/Blinds/Shutters	_____	_____
	Plugs Switches	_____	_____
	Closet Shelves & Rods	_____	_____
	Cabinets & Handles	_____	_____
	Countertop	_____	_____
	Sinks & Faucets	_____	_____
	Tub/Shower & Faucets	_____	_____
	Toilet	_____	_____
	Heaters/Exhaust Fans	_____	_____
	Towel Fixtures	_____	_____
	Other	_____	_____

K	<u>Bathroom (2)</u>	Move-In Comments	Move-Out Comments
	Ceiling & Walls	_____	_____
	Paint & Wallpaper	_____	_____
	Doors & Door Stops	_____	_____
	Door Locks & Knobs	_____	_____
	Flooring	_____	_____
	Light Fixtures	_____	_____
	Windows & Screens	_____	_____
	Window Latches	_____	_____
	Drapes/Blinds/Shutters	_____	_____
	Plugs Switches	_____	_____
	Closet Shelves & Rods	_____	_____

