

Apartment Inventory Checklist

Check Only If Defective:	Comments:
Move-in	Move-in

Check Only If Defective:	Comments:
Move-out	Move-out

- _____ Carpets
- _____ Drapes
- _____ Walls & Woodwork
- _____ Windows & Screens
- _____ Screens
- _____ Heat Registers
- _____ Light Fixtures
- _____ Air Conditioner

BEDROOMS:

- _____ Carpets
- _____ Drapes
- _____ Walls & Woodwork
- _____ Windows & Screens
- _____ Heat Registers
- _____ Light Fixtures
- _____ Closet Doors

BATHROOMS:

- _____ Ceramic Tile
- _____ Bath tub & Shower
- _____ Toilet Bowl & Base
- _____ Mirror/ Medicine Cabinet
- _____ Vanity Inside & Out
- _____ Light Fixtures
- _____ Floor Covering
- _____ Walls & Woodwork
- _____ Windows & Screens
- _____ Towel Bar
- _____ Shower Rod

KITCHEN:

- _____ Range
- _____ Surface Area
- _____ Burners
- _____ Drip Pans
- _____ Oven & Racks
- _____ Broiler Pan & Rack
- _____ Range Drawer
- _____ Exhaust Fan

REFRIGERATOR:

- _____ Surface Area
- _____ Freezer
- _____ Ice Trays
- _____ Interior Area

GENERAL:

- _____ Cabinets/Drawers
- _____ Sink & Disposal
- _____ Light Fixtures
- _____ Windows & Screens
- _____ Floor Coverings
- _____ Hallways & Carpet
- _____ Storage Closets
- _____ Entry Door
- _____ Coat Closet

Miscellaneous:

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(See Back)

OWNER/AGENT WILL MAKE THE FOLLOWING REPAIRS BY THE FOLLOWING DATES:

REPAIR	COMPLETION DATE

CHECKED AT MOVE-IN BY _____ ON _____
(SIGNATURE OF OWNER/AGENT) (DATE)

AND _____ ON _____
(SIGNATURE OF RESIDENT) (DATE)

CHECKED AT MOVE-OUT DATE _____ ON _____
(SIGNATURE OF OWNER/AGENT) (DATE)

AND _____ ON _____
(SIGNATURE OF RESIDENT) (DATE)