

INVENTORY CHECKLIST

FOR EXISTING PHYSICAL CONDITION OF UNIT AND FURNISHINGS

Tenant(s): You should complete this checklist, noting the condition of the rental property, and return it to the landlord within 7 days after obtaining possession of the rental unit. You are also entitled to request and receive a copy of the last termination inventory checklist which shows what claims were chargeable to the last prior tenants.

It is very important that this form is completed and that all damage, no matter how insignificant, is listed. The landlord must sign and return one copy to the tenant(s). On move-out day, the landlord should take inventory of the condition of the rental again and complete the "Condition Upon Departure" column. The inventory checklist is needed to determine if damages were made to the rental during the tenants' lease period. This form does not serve as a request for repairs. Attach additional sheets if necessary.

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Tenant(s)

Unit Address and #

of keys issued

Condition-indicate number of items (where applicable) and location and nature of soil, damages, marks, etc.		
Item	Condition Upon Arrival	Condition Upon Departure
KITCHEN/DINING AREA		
Table - Chairs		
Walls - Floor - Carpet - Ceiling		
Counters - Cupboards		
Stove - Fridge - Sink - Disposal		
Dishwasher - Other Appliances		
LIVING ROOM		
Walls - Floor - Carpet - Ceiling		
Window Coverings - Lamps		
Sofa - Chairs - Tables		
Desks - Study Surfaces		
BATHROOM(S)		
Shower - Tub - Fixtures - Toilet(s) - Sink(s)		
Walls - Floor - Ceiling		
BEDROOM(S)		
Walls - Floor - Carpet - Ceiling		
Closets - Door Tracks - Lamps		
Beds - Mattresses - Covers		
Desks - Chairs - Dressers		
HALLWAY(S)		
Walls - Floor - Carpet - Ceiling - Stairs		
Furniture - Railings - Closets		
MISCELLANEOUS		
Windows - Screens - Curtains/Blinds		
Switch Plates - Locks - Light Bulbs - Light Fixtures		
A/C - Fans - Thermostats		
Storage Space - Fire Extinguisher		
Smoke Detector - Batteries		
GENERAL CONDITION OF EXTERIOR		

COMMENTS:

Tenant signature acknowledges the above information to be true to the best of his/her knowledge.

Landlord signature acknowledges receipt of completed Inventory Checklist.

Signature of Tenant

Date

Signature of Tenant

Date

Signature of Landlord

Date

Signature of Tenant

Date

Signature of Tenant

Date

Signature of Tenant

Date

Signature of Tenant

Date



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RETAIN COPY FOR FUTURE REFERENCE