

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.

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

 Tenant(s) Unit Address and # # of keys issued

Condition-indicate number of items (where applicable), location and nature of soil, damage(s), mark(s), etc.		
Item	Condition Upon Arrival	Condition Upon Departure
KITCHEN/DINING AREA		
Table - Chairs		
Walls - Paint - Floor Carpet - Ceiling		
Counters - Cupboards		
Stove - Fridge - Sink - Disposal		
Dishwasher - Other Appliances		
LIVING ROOM		
Walls - Paint - Floor Carpet - Ceiling		
Window Coverings - Closet(s) - Lamps		
Sofa - Chair(s) - Table(s) - Shelves		
Desk(s) - Study Surface(s)		
BATHROOM(S)		
Shower - Tub - Fixtures - Toilet(s) Cabinet(s) - Sink(s)		
Walls - Floor - Ceiling		
BEDROOM(S)		
Walls - Paint - Floor Carpet - Ceiling		
Closet(s) - Door Track(s) - Lamp(s)		
Bed(s) - Mattresses - Cover(s)		
Desk(s) - Chair(s) - Dresser(s)		
HALLWAY(S)		
Walls - Paint - Floor Carpet - Ceiling - Stairs		
Furniture - Railings - Closet(s)		
MISCELLANEOUS		
Windows - Paint - Screens Curtains/Blinds		
Switch Plates - Doors - Locks Light Bulbs - Light Fixtures		
A/C - Fan(s) - Thermostat(s)		
Storage Space - Fire Extinguisher(s)		
Smoke Detector(s) - 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		



RETAIN COPY FOR FUTURE REFERENCE
Rev. 4/03