



# Inventory and Condition Report

Property Address: \_\_\_\_\_

Tenant Name(s): \_\_\_\_\_

Move-In Date: \_\_\_\_\_ Total Deposit: \_\_\_\_\_

Per your Lease Agreement, please fill in the move-in column during the first two (2) weeks of occupancy and return it to our office. **DUE BY:** \_\_\_\_\_

We will review this report and send you a copy for your records. This form is not to be used to report repair requests. Please call or email the work order requests separately.

## Move-In Column:

| Entry               | new | good/clean | other | comments |
|---------------------|-----|------------|-------|----------|
| doors/knobs/locks   |     |            |       |          |
| windows/screens     |     |            |       |          |
| flooring/baseboards |     |            |       |          |
| walls/ceilings      |     |            |       |          |
| light fixtures      |     |            |       |          |
| switches/outlets    |     |            |       |          |
|                     |     |            |       |          |
|                     |     |            |       |          |

| Living Room         | new | good/clean | other | comments |
|---------------------|-----|------------|-------|----------|
| windows/screens     |     |            |       |          |
| window coverings    |     |            |       |          |
| flooring/baseboards |     |            |       |          |
| walls/ceilings      |     |            |       |          |
| light fixtures      |     |            |       |          |
| switches/outlets    |     |            |       |          |
|                     |     |            |       |          |
|                     |     |            |       |          |

| Dining Room         | new | good/clean | other | comments |
|---------------------|-----|------------|-------|----------|
| flooring/baseboards |     |            |       |          |
| walls/ceilings      |     |            |       |          |
| windows/screens     |     |            |       |          |
| window coverings    |     |            |       |          |
| light fixtures      |     |            |       |          |
| switches/outlets    |     |            |       |          |
|                     |     |            |       |          |
|                     |     |            |       |          |

| Kitchen              | new | good/clean | other | comments |
|----------------------|-----|------------|-------|----------|
| flooring/baseboards  |     |            |       |          |
| walls/ceilings       |     |            |       |          |
| windows/screens      |     |            |       |          |
| window coverings     |     |            |       |          |
| light fixtures       |     |            |       |          |
| switches/outlets     |     |            |       |          |
| oven/range/hood      |     |            |       |          |
| dishwasher           |     |            |       |          |
| sink/faucet/disposal |     |            |       |          |
| cabinets             |     |            |       |          |
| counters             |     |            |       |          |
|                      |     |            |       |          |
|                      |     |            |       |          |

## Move-Out Column:

| Entry               | tenant chrg. | good/clean | other | comments |
|---------------------|--------------|------------|-------|----------|
| doors/knobs/locks   |              |            |       |          |
| windows/screens     |              |            |       |          |
| flooring/baseboards |              |            |       |          |
| walls/ceilings      |              |            |       |          |
| light fixtures      |              |            |       |          |
| switches/outlets    |              |            |       |          |
|                     |              |            |       |          |
|                     |              |            |       |          |

| Living Room         | tenant chrg. | good/clean | other | comments |
|---------------------|--------------|------------|-------|----------|
| windows/screens     |              |            |       |          |
| window coverings    |              |            |       |          |
| flooring/baseboards |              |            |       |          |
| walls/ceilings      |              |            |       |          |
| light fixtures      |              |            |       |          |
| switches/outlets    |              |            |       |          |
|                     |              |            |       |          |
|                     |              |            |       |          |

| Dining Room         | tenant chrg. | good/clean | other | comments |
|---------------------|--------------|------------|-------|----------|
| flooring/baseboards |              |            |       |          |
| walls/ceilings      |              |            |       |          |
| windows/screens     |              |            |       |          |
| window coverings    |              |            |       |          |
| light fixtures      |              |            |       |          |
| switches/outlets    |              |            |       |          |
|                     |              |            |       |          |
|                     |              |            |       |          |

| Kitchen              | tenant chrg. | good/clean | other | comments |
|----------------------|--------------|------------|-------|----------|
| flooring/baseboards  |              |            |       |          |
| walls/ceilings       |              |            |       |          |
| windows/screens      |              |            |       |          |
| window coverings     |              |            |       |          |
| light fixtures       |              |            |       |          |
| switches/outlets     |              |            |       |          |
| oven/range/hood      |              |            |       |          |
| dishwasher           |              |            |       |          |
| sink/faucet/disposal |              |            |       |          |
| cabinets             |              |            |       |          |
| counters             |              |            |       |          |
|                      |              |            |       |          |
|                      |              |            |       |          |

Property Address:

Tenant Name(s):

### Move-In Column:

### Move-Out Column:

| Bedroom             | new | good/clean | other | #1 | #3 |
|---------------------|-----|------------|-------|----|----|
| doors/knobs/locks   |     |            |       |    |    |
| flooring/baseboards |     |            |       |    |    |
| walls/ceilings      |     |            |       |    |    |
| windows/screens     |     |            |       |    |    |
| window coverings    |     |            |       |    |    |
| light fixtures      |     |            |       |    |    |
| switches/outlets    |     |            |       |    |    |
| closet              |     |            |       |    |    |
|                     |     |            |       |    |    |
|                     |     |            |       |    |    |

| Bedroom             | tenant chrg. | good/clean | other | #1 | #3 |
|---------------------|--------------|------------|-------|----|----|
| doors/knobs/locks   |              |            |       |    |    |
| flooring/baseboards |              |            |       |    |    |
| walls/ceilings      |              |            |       |    |    |
| windows/screens     |              |            |       |    |    |
| window coverings    |              |            |       |    |    |
| light fixtures      |              |            |       |    |    |
| switches/outlets    |              |            |       |    |    |
| closet              |              |            |       |    |    |
|                     |              |            |       |    |    |
|                     |              |            |       |    |    |

| Bedroom             | new | good/clean | other | #2 | #4 |
|---------------------|-----|------------|-------|----|----|
| doors/knobs/locks   |     |            |       |    |    |
| flooring/baseboards |     |            |       |    |    |
| walls/ceilings      |     |            |       |    |    |
| windows/screens     |     |            |       |    |    |
| window coverings    |     |            |       |    |    |
| light fixtures      |     |            |       |    |    |
| switches/outlets    |     |            |       |    |    |
| closet              |     |            |       |    |    |
|                     |     |            |       |    |    |
|                     |     |            |       |    |    |

| Bedroom             | tenant chrg. | good/clean | other | #2 | #4 |
|---------------------|--------------|------------|-------|----|----|
| doors/knobs/locks   |              |            |       |    |    |
| flooring/baseboards |              |            |       |    |    |
| walls/ceilings      |              |            |       |    |    |
| windows/screens     |              |            |       |    |    |
| window coverings    |              |            |       |    |    |
| light fixtures      |              |            |       |    |    |
| switches/outlets    |              |            |       |    |    |
| closet              |              |            |       |    |    |
|                     |              |            |       |    |    |
|                     |              |            |       |    |    |

| Bathroom            | new | good/clean | other | #1 | #3 |
|---------------------|-----|------------|-------|----|----|
| doors/knobs/locks   |     |            |       |    |    |
| flooring/baseboards |     |            |       |    |    |
| walls/ceilings      |     |            |       |    |    |
| windows/screens     |     |            |       |    |    |
| window coverings    |     |            |       |    |    |
| light fixtures      |     |            |       |    |    |
| switches/outlets    |     |            |       |    |    |
| toilet              |     |            |       |    |    |
| tub/shower          |     |            |       |    |    |
| sink/faucet         |     |            |       |    |    |
| cabinets/counters   |     |            |       |    |    |
| hardware            |     |            |       |    |    |
|                     |     |            |       |    |    |
|                     |     |            |       |    |    |

| Bathroom            | tenant chrg. | good/clean | other | #1 | #3 |
|---------------------|--------------|------------|-------|----|----|
| doors/knobs/locks   |              |            |       |    |    |
| flooring/baseboards |              |            |       |    |    |
| walls/ceilings      |              |            |       |    |    |
| windows/screens     |              |            |       |    |    |
| window coverings    |              |            |       |    |    |
| light fixtures      |              |            |       |    |    |
| switches/outlets    |              |            |       |    |    |
| toilet              |              |            |       |    |    |
| tub/shower          |              |            |       |    |    |
| sink/faucet         |              |            |       |    |    |
| cabinets/counters   |              |            |       |    |    |
| hardware            |              |            |       |    |    |
|                     |              |            |       |    |    |
|                     |              |            |       |    |    |

| Bathroom            | new | good/clean | other | #2 | #4 |
|---------------------|-----|------------|-------|----|----|
| doors/knobs/locks   |     |            |       |    |    |
| flooring/baseboards |     |            |       |    |    |
| walls/ceilings      |     |            |       |    |    |
| windows/screens     |     |            |       |    |    |
| window coverings    |     |            |       |    |    |
| light fixtures      |     |            |       |    |    |
| switches/outlets    |     |            |       |    |    |
| toilet              |     |            |       |    |    |
| tub/shower          |     |            |       |    |    |
| sink/faucet         |     |            |       |    |    |
| cabinets/counters   |     |            |       |    |    |
| hardware            |     |            |       |    |    |
|                     |     |            |       |    |    |
|                     |     |            |       |    |    |

| Bathroom            | tenant chrg. | good/clean | other | #2 | #4 |
|---------------------|--------------|------------|-------|----|----|
| doors/knobs/locks   |              |            |       |    |    |
| flooring/baseboards |              |            |       |    |    |
| walls/ceilings      |              |            |       |    |    |
| windows/screens     |              |            |       |    |    |
| window coverings    |              |            |       |    |    |
| light fixtures      |              |            |       |    |    |
| switches/outlets    |              |            |       |    |    |
| toilet              |              |            |       |    |    |
| tub/shower          |              |            |       |    |    |
| sink/faucet         |              |            |       |    |    |
| cabinets/counters   |              |            |       |    |    |
| hardware            |              |            |       |    |    |
|                     |              |            |       |    |    |
|                     |              |            |       |    |    |

Property Address:

Tenant Name(s):

### Move-In Column:

### Move-Out Column:

| Hall/Stairs          | new | good/clean | other | comments |
|----------------------|-----|------------|-------|----------|
| flooring/baseboards  |     |            |       |          |
| walls/ceilings/rails |     |            |       |          |
| windows/coverings    |     |            |       |          |
| light fixtures       |     |            |       |          |
| switches/outlets     |     |            |       |          |
| closets              |     |            |       |          |
|                      |     |            |       |          |

| Hall/Stairs          | tenant chrg. | good/clean | other | comments |
|----------------------|--------------|------------|-------|----------|
| flooring/baseboards  |              |            |       |          |
| walls/ceilings/rails |              |            |       |          |
| windows/coverings    |              |            |       |          |
| light fixtures       |              |            |       |          |
| switches/outlets     |              |            |       |          |
| closets              |              |            |       |          |
|                      |              |            |       |          |

| Garage            | new | good/clean | other | comments |
|-------------------|-----|------------|-------|----------|
| garage door       |     |            |       |          |
| other doors       |     |            |       |          |
| floors            |     |            |       |          |
| cabinets/counters |     |            |       |          |
| light fixtures    |     |            |       |          |
| switches/outlets  |     |            |       |          |
| windows           |     |            |       |          |
| storage           |     |            |       |          |
|                   |     |            |       |          |

| Garage            | tenant chrg. | good/clean | other | comments |
|-------------------|--------------|------------|-------|----------|
| garage door       |              |            |       |          |
| other doors       |              |            |       |          |
| floors            |              |            |       |          |
| cabinets/counters |              |            |       |          |
| light fixtures    |              |            |       |          |
| switches/outlets  |              |            |       |          |
| windows           |              |            |       |          |
| storage           |              |            |       |          |
|                   |              |            |       |          |

| Exterior           | new | good/clean | other | comments |
|--------------------|-----|------------|-------|----------|
| landscaping        |     |            |       |          |
| patio/deck         |     |            |       |          |
| fences/gates       |     |            |       |          |
| sprinklers         |     |            |       |          |
| walkways/driveways |     |            |       |          |
| mailbox            |     |            |       |          |
| light fixtures     |     |            |       |          |
| building exterior  |     |            |       |          |
|                    |     |            |       |          |

| Exterior           | tenant chrg. | good/clean | other | comments |
|--------------------|--------------|------------|-------|----------|
| landscaping        |              |            |       |          |
| patio/deck         |              |            |       |          |
| fences/gates       |              |            |       |          |
| sprinklers         |              |            |       |          |
| walkways/driveways |              |            |       |          |
| mailbox            |              |            |       |          |
| light fixtures     |              |            |       |          |
| building exterior  |              |            |       |          |
|                    |              |            |       |          |

| Misc              | new | good/clean | other | comments |
|-------------------|-----|------------|-------|----------|
| laundry           |     |            |       |          |
| smoke detectors   |     |            |       |          |
| carbon detectors  |     |            |       |          |
| heater/thermostat |     |            |       |          |
| air conditioning  |     |            |       |          |
| water heater      |     |            |       |          |
|                   |     |            |       |          |
|                   |     |            |       |          |

| Misc              | tenant chrg. | good/clean | other | comments |
|-------------------|--------------|------------|-------|----------|
| laundry           |              |            |       |          |
| smoke detectors   |              |            |       |          |
| carbon detectors  |              |            |       |          |
| heater/thermostat |              |            |       |          |
| air conditioning  |              |            |       |          |
| water heater      |              |            |       |          |
|                   |              |            |       |          |
|                   |              |            |       |          |

Move-Out Date:

Keys Returned:

Tenant \_\_\_\_\_ date

Jeffrey Becker . Agent \_\_\_\_\_ date

Tenant \_\_\_\_\_ date

Tenant \_\_\_\_\_ date

Tenant \_\_\_\_\_ date

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