



# Inventory and Condition Form

Resident's Name: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_  
 Resident's Name: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_  
 Resident's Name: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_  
 Resident's Name: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

Apartment Community Name: \_\_\_\_\_ Apt. # \_\_\_\_\_  
 or Street Address (if house, duplex, etc.): \_\_\_\_\_

*Within 48 hours after move-in, you must note on this form all defects or damage and return it to our representative. Otherwise, everything will be considered to be in a clean, safe, and good working condition. Please mark through items listed below if they don't exist. This form protects both you (the resident) and us (the owner). We'll use it in determining what should and should not be considered your responsibility upon move-out. You are entitled to a copy of this form after it is filled out and signed by you and us.*

Move-In or  Move-Out Condition (Check one)

### Living Room

Walls \_\_\_\_\_  
 Wallpaper \_\_\_\_\_  
 Plugs, switches, A/C vents \_\_\_\_\_  
 Woodwork/baseboards \_\_\_\_\_  
 Ceiling \_\_\_\_\_  
 Light fixtures, bulbs \_\_\_\_\_  
 Floor/carpet \_\_\_\_\_  
 Doors, stops, locks \_\_\_\_\_  
 Windows, latches, screens \_\_\_\_\_  
 Window coverings \_\_\_\_\_  
 Closets, rods, shelves \_\_\_\_\_  
 Closet lights, fixtures \_\_\_\_\_  
 Lamps, bulbs \_\_\_\_\_  
 Water stains or mold on walls, ceilings or baseboards \_\_\_\_\_  
 Other \_\_\_\_\_

### Dining Room

Walls \_\_\_\_\_  
 Wallpaper \_\_\_\_\_  
 Plugs, switches, A/C vents \_\_\_\_\_  
 Woodwork/baseboards \_\_\_\_\_  
 Ceiling \_\_\_\_\_  
 Light fixtures, bulbs \_\_\_\_\_  
 Floor/carpet \_\_\_\_\_  
 Doors, stops, locks \_\_\_\_\_  
 Windows, latches, screens \_\_\_\_\_  
 Window coverings \_\_\_\_\_  
 Closets, rods, shelves \_\_\_\_\_  
 Closet lights, fixtures \_\_\_\_\_  
 Water stains or mold on walls, ceilings or baseboards \_\_\_\_\_  
 Other \_\_\_\_\_

### Kitchen

Walls \_\_\_\_\_  
 Wallpaper \_\_\_\_\_  
 Plugs, switches, A/C vents \_\_\_\_\_  
 Woodwork/baseboards \_\_\_\_\_  
 Ceiling \_\_\_\_\_  
 Light fixtures, bulbs \_\_\_\_\_  
 Floor/carpet \_\_\_\_\_  
 Doors, stops, locks \_\_\_\_\_  
 Windows, latches, screens \_\_\_\_\_  
 Window coverings \_\_\_\_\_  
 Cabinets, drawers, handles \_\_\_\_\_  
 Countertops \_\_\_\_\_  
 Stove/oven, trays, pans, shelves \_\_\_\_\_  
 Vent hood \_\_\_\_\_  
 Refrigerator, trays, shelves \_\_\_\_\_  
 Refrigerator light, crisper \_\_\_\_\_  
 Dishwasher, dispensers, racks \_\_\_\_\_  
 Sink/disposal \_\_\_\_\_  
 Microwave \_\_\_\_\_  
 Plumbing leaks, water stains or mold on walls, ceilings or baseboards \_\_\_\_\_  
 Other \_\_\_\_\_

### Halls

Walls \_\_\_\_\_  
 Wallpaper \_\_\_\_\_  
 Plugs, switches, A/C vents \_\_\_\_\_  
 Woodwork/baseboards \_\_\_\_\_  
 Ceiling \_\_\_\_\_  
 Light fixtures, bulbs \_\_\_\_\_  
 Floor/carpet \_\_\_\_\_  
 Doors, stops, locks \_\_\_\_\_  
 Closets, rods, shelves \_\_\_\_\_  
 Closet lights, fixtures \_\_\_\_\_  
 Water stains or mold on walls, ceilings or baseboards \_\_\_\_\_  
 Other \_\_\_\_\_

### Exterior (if applicable)

Patio/yard \_\_\_\_\_  
 Fences/gates \_\_\_\_\_  
 Faucets \_\_\_\_\_  
 Balconies \_\_\_\_\_  
 Other \_\_\_\_\_

### Bedroom (describe which one):

Walls \_\_\_\_\_  
 Wallpaper \_\_\_\_\_  
 Plugs, switches, A/C vents \_\_\_\_\_  
 Woodwork/baseboards \_\_\_\_\_  
 Ceiling \_\_\_\_\_  
 Light fixtures, bulbs \_\_\_\_\_  
 Floor/carpet \_\_\_\_\_  
 Doors, stops, locks \_\_\_\_\_  
 Windows, latches, screens \_\_\_\_\_  
 Window coverings \_\_\_\_\_  
 Closets, rods, shelves \_\_\_\_\_  
 Closet lights, fixtures \_\_\_\_\_  
 Water stains or mold on walls, ceilings or baseboards \_\_\_\_\_  
 Other \_\_\_\_\_

### General Items

Thermostat \_\_\_\_\_  
 Cable TV or master antenna \_\_\_\_\_  
 A/C filter \_\_\_\_\_  
 Washer/dryer \_\_\_\_\_  
 Garage door \_\_\_\_\_  
 Ceiling fans \_\_\_\_\_  
 Exterior doors, screens/screen doors, doorbell \_\_\_\_\_  
 Fireplace \_\_\_\_\_  
 Other \_\_\_\_\_

**Bedroom** (describe which one): \_\_\_\_\_  
Walls \_\_\_\_\_  
\_\_\_\_\_  
Wallpaper \_\_\_\_\_  
Plugs, switches, A/C vents \_\_\_\_\_  
Woodwork/baseboards \_\_\_\_\_  
Ceiling \_\_\_\_\_  
Light fixtures, bulbs \_\_\_\_\_  
Floor/carpet \_\_\_\_\_  
\_\_\_\_\_  
Doors, stops, locks \_\_\_\_\_  
Windows, latches, screens \_\_\_\_\_  
Window coverings \_\_\_\_\_  
Closets, rods, shelves \_\_\_\_\_  
Closet lights, fixtures \_\_\_\_\_  
Water stains or mold on walls, ceiling or baseboards \_\_\_\_\_  
\_\_\_\_\_  
Other \_\_\_\_\_

**Bedroom** (describe which one): \_\_\_\_\_  
Walls \_\_\_\_\_  
\_\_\_\_\_  
Wallpaper \_\_\_\_\_  
Plugs, switches, A/C vents \_\_\_\_\_  
Woodwork/baseboards \_\_\_\_\_  
Ceiling \_\_\_\_\_  
Light fixtures, bulbs \_\_\_\_\_  
Floor/carpet \_\_\_\_\_  
\_\_\_\_\_  
Doors, stops, locks \_\_\_\_\_  
Windows, latches, screens \_\_\_\_\_  
Window coverings \_\_\_\_\_  
Closets, rods, shelves \_\_\_\_\_  
Closet lights, fixtures \_\_\_\_\_  
Water stains or mold on walls, ceilings or baseboards \_\_\_\_\_  
\_\_\_\_\_  
Other \_\_\_\_\_

**Bath** (describe which one): \_\_\_\_\_  
Walls \_\_\_\_\_  
Wallpaper \_\_\_\_\_  
Plugs, switches, A/C vents \_\_\_\_\_  
Woodwork/baseboards \_\_\_\_\_  
Ceiling \_\_\_\_\_  
Light fixtures, bulbs \_\_\_\_\_  
Exhaust fan/heater \_\_\_\_\_  
Floor/carpet \_\_\_\_\_  
\_\_\_\_\_  
Doors, stops, locks \_\_\_\_\_  
Windows, latches, screens \_\_\_\_\_  
Window coverings \_\_\_\_\_  
Sink, faucet, handles, stopper \_\_\_\_\_  
Countertops \_\_\_\_\_  
Mirror \_\_\_\_\_  
Cabinets, drawers, handles \_\_\_\_\_  
Toilet, paper holder \_\_\_\_\_  
Bathtub, enclosure, stopper \_\_\_\_\_  
Shower, doors, rods \_\_\_\_\_  
Tile \_\_\_\_\_  
Plumbing leaks, water stains or mold on walls, ceilings or baseboards \_\_\_\_\_  
\_\_\_\_\_  
Other \_\_\_\_\_

**Bath** (describe which one): \_\_\_\_\_  
Walls \_\_\_\_\_  
Wallpaper \_\_\_\_\_  
Plugs, switches, A/C vents \_\_\_\_\_  
Woodwork/baseboards \_\_\_\_\_  
Ceiling \_\_\_\_\_  
Light fixtures, bulbs \_\_\_\_\_  
Exhaust fan/heater \_\_\_\_\_  
Floor/carpet \_\_\_\_\_  
\_\_\_\_\_  
Doors, stops, locks \_\_\_\_\_  
Windows, latches, screens \_\_\_\_\_  
Window coverings \_\_\_\_\_  
Sink, faucet, handles, stopper \_\_\_\_\_  
Countertops \_\_\_\_\_  
Mirror \_\_\_\_\_  
Cabinets, drawers, handles \_\_\_\_\_  
Toilet, paper holder \_\_\_\_\_  
Bathtub, enclosure, stopper \_\_\_\_\_  
Shower, doors, rods \_\_\_\_\_  
Tile \_\_\_\_\_  
Plumbing leaks, water stains or mold on walls, ceilings or baseboards \_\_\_\_\_  
\_\_\_\_\_  
Other \_\_\_\_\_

**Half Bath**  
Walls \_\_\_\_\_  
\_\_\_\_\_  
Wallpaper \_\_\_\_\_  
Plugs, switches, A/C vents \_\_\_\_\_  
Woodwork/baseboards \_\_\_\_\_  
Ceiling \_\_\_\_\_  
Light fixtures, bulbs \_\_\_\_\_  
Exhaust fan/heater \_\_\_\_\_  
Floor/carpet \_\_\_\_\_  
\_\_\_\_\_  
Doors, stops, locks \_\_\_\_\_  
Windows, latches, screens \_\_\_\_\_  
Window coverings \_\_\_\_\_  
Sink, faucet, handles, stopper \_\_\_\_\_  
Countertops \_\_\_\_\_  
Mirror \_\_\_\_\_  
Cabinets, drawers, handles \_\_\_\_\_  
Toilet, paper holder \_\_\_\_\_  
Tile \_\_\_\_\_  
Plumbing leaks, water stains or mold on walls, ceilings or baseboards \_\_\_\_\_  
\_\_\_\_\_  
Other \_\_\_\_\_

**Safety-Related Items** (Put "none" if item does not exist)  
Door knob locks \_\_\_\_\_  
Keyed deadbolt locks \_\_\_\_\_  
Keyless deadbolts \_\_\_\_\_  
Keyless bolting devices \_\_\_\_\_  
Sliding door latches \_\_\_\_\_  
Sliding door security bars \_\_\_\_\_  
Sliding door pin locks \_\_\_\_\_  
Doorviewers \_\_\_\_\_  
Window latches \_\_\_\_\_  
Porch and patio lights \_\_\_\_\_  
Smoke detectors (push button to test) \_\_\_\_\_  
Other detectors \_\_\_\_\_  
Alarm system \_\_\_\_\_  
Fire extinguishers (look at charge level--BUT DON'T TEST!) \_\_\_\_\_  
Garage door opener \_\_\_\_\_  
Gate access card(s) \_\_\_\_\_  
Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date of Move-In:** \_\_\_\_\_  
**or Date of Move-Out:** \_\_\_\_\_

**Acknowledgment.** You acknowledge that you have inspected and tested all of the safety-related items (if in the dwelling) and that they are working, except as noted above. All items will be assumed to be in good condition unless otherwise noted on this form. You acknowledge receiving written operating instructions on the alarm system and gate access entry systems (if there are any). You acknowledge testing the smoke detector(s) and verify they are operating correctly.

*In signing below, you accept this inventory as part of the Lease Contract and agree that it accurately reflects the condition of the premises for purposes of determining any refund due to you when you move out.*

**Resident or Resident's Agent:** \_\_\_\_\_ **Date of Signing:** \_\_\_\_\_  
**Owner or Owner's Representative:** \_\_\_\_\_ **Date of Signing:** \_\_\_\_\_

