

# Inventory and Condition Form

*This form is part of your Lease Agreement and a binding contract. Read carefully before signing.*

Within 48 hours after move-in, you must note on this form all defects, damage, or safety or pest-related concerns and return it to our representative. Otherwise, everything will be considered to be in a clean, safe, and in good working condition. Please mark through items listed below or put "none" if the items 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.

This Inventory and Condition Form applies to \_\_\_\_\_ (Number/street/Unit #)

\_\_\_\_\_ (City/State/Zip)

with a lease start date of \_\_\_\_\_.

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 \_\_\_\_\_

## 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 \_\_\_\_\_

Your Initials \_\_\_\_ Our Representative's Initials \_\_\_\_

**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 \_\_\_\_\_

**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 \_\_\_\_\_

**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 \_\_\_\_\_

**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 \_\_\_\_\_

**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 \_\_\_\_\_

**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 \_\_\_\_\_

**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 \_\_\_\_\_

**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 \_\_\_\_\_

**Exterior (if applicable)**

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

**Safety Pest-Related Items** (Put "none" if item does not exist)

Doorknob locks \_\_\_\_\_  
Keyed deadbolt locks \_\_\_\_\_  
Keyless deadbolts \_\_\_\_\_  
Keyless bolting devices \_\_\_\_\_  
Sliding door latches \_\_\_\_\_  
Sliding door security bars \_\_\_\_\_  
Sliding door pin locks \_\_\_\_\_  
Door viewers \_\_\_\_\_  
Window latches \_\_\_\_\_  
Porch and patio lights \_\_\_\_\_  
Smoke alarms (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 \_\_\_\_\_  
Pest-related concerns \_\_\_\_\_

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 alarms and any other detector(s) and verify they are operating correctly. You acknowledge that you and our representative have inspected the dwelling and that no signs of bedbugs or other pests are present. 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 and for bringing to our attention any safety or pest-related concerns.

**Resident or Resident's Agent:**

\_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
Print Name    Signature    Date Signed

**Owner or Owner's Representative:**

\_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
Print Name    Signature    Date Signed