

# Condition of Rental Property Form

Tenant(s) should complete(s) this checklist **within three days of moving in**. Tenant(s) and landlord or manager review property and completed checklist together and mutually agree on the condition of the property upon move-in by signing this form.

Each party keeps a copy of signed checklist. Tenant(s) and landlord or manager uses the move-in checklist during the pre-move out inspection and again when determining if any of the tenant's deposit will be retained for cleaning or repairs after move-out. **BE SPECIFIC, DETAILED, and TAKE PHOTOS** when filling out the checklist.

**Property Address** \_\_\_\_\_

**Apartment Number** \_\_\_\_\_

**Landlord/Manager** \_\_\_\_\_

Tenant Name and Assigned Bedroom \_\_\_\_\_

Tenant Name and Assigned Bedroom \_\_\_\_\_

Tenant Name and Assigned Bedroom \_\_\_\_\_

Tenant Name and Assigned Bedroom \_\_\_\_\_

Tenant Name and Assigned Bedroom \_\_\_\_\_

## Condition Codes



**OK**   **B=** Broken   **C=** cleaning required   **H=** hole   **M=** missing   **N/A=** not applicable

**O=** other (describe)   **P=** paint needed

## Living Room

ITEM	ARRIVAL CONDITION	NOTES	DEPARTURE CONDITION
Floor & Floor Covering			
Wall & Ceiling			
Door(s)			
Door Lock (s) & Hardware			
Lighting Fixture(s)			
Window(s) & Screen(s)			
Window covering(s)			
Smoke Alarm			
Carbon Monoxide Alarm			
Fireplace			

## Kitchen

ITEM	ARRIVAL CONDITION	NOTES	DEPARTURE CONDITION
Floor & Floor Covering(s)			
Wall & Ceiling			
Door(s)			
Door Lock (s) & Hardware			
Lighting Fixture(s)			
Window(s) & Screen(s)			

Window covering(s)			
Cabinet/ Inside Drawers			
Counters			
Stove/burners/ controls			
Oven/Range Hood Inside, Outside, Fan			
Refrigerator			
Dishwasher			
Sink(s) & Plumbing			
Garbage Disposal			
Fire Extinguisher			

## Bathroom #1

ITEM	ARRIVAL CONDITION	NOTES	DEPARTURE CONDITION
Floor & Floor Covering(s)			
Wall & Ceiling			
Door(s)			
Door Lock (s) & Hardware			
Lighting Fixture(s)			
Window(s) & Screen(s)			
Window covering(s)			
Cabinet/ Inside Drawers			
Counters			

Sink & Plumbing			
Bathtub/Shower			
Toilet			

## Bedroom #1

ITEM	ARRIVAL CONDITION	NOTES	DEPARTURE CONDITION
Floor & Floor Covering			
Wall & Ceiling			
Door(s)			
Door Lock (s) & Hardware			
Lighting Fixture(s)			
Window(s) & Screen(s)			
Window covering(s)			
Smoke Alarm			
Carbon Monoxide Alarm			
Closet(s), including doors and tracks			

## Bedroom #2

ITEM	ARRIVAL CONDITION	NOTES	DEPARTURE CONDITION
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Floor & Floor Covering			
Wall & Ceiling			
Door(s)			
Door Lock (s) & Hardware			
Lighting Fixture(s)			
Window(s) & Screen(s)			
Window covering(s)			
Smoke Alarm			
Carbon Monoxide Alarm			
Closet(s), including doors and tracks			

## Bedroom #3

ITEM	ARRIVAL CONDITION	NOTES	DEPARTURE CONDITION
Floor & Floor Covering			
Wall & Ceiling			
Door(s)			
Door Lock (s) & Hardware			
Lighting Fixture(s)			

Window(s) & Screen(s)			
Window covering(s)			
Smoke Alarm			
Carbon Monoxide Alarm			
Closet(s), including doors and tracks			

## Other Items in the Unit

ITEM	ARRIVAL CONDITION	NOTES	DEPARTURE CONDITION
Heating System			
Air conditioning			
Stair(s)			
Hallway(s)			
Patio, terrace, deck etc.			
OTHER			
OTHER			
OTHER			
OTHER			

# Number of Keys Received

DOOR	MAILBOX	OTHER	OTHER

**Tenant Agreement:** I have inspected that assigned common areas of this unit and find it to be in the condition stated. I realize that my roommate and I are jointly responsible for all damages to this room other than those noted on this form upon entry at check-in.

**Move-In Inspection Date** \_\_\_\_\_

**Landlord/Manager Signature** \_\_\_\_\_

**Tenant Signature** \_\_\_\_\_

**Tenant Signature** \_\_\_\_\_

**Tenant Signature** \_\_\_\_\_

**Tenant Signature** \_\_\_\_\_

**Tenant Signature** \_\_\_\_\_

**Move-Out Inspection Date** \_\_\_\_\_

**Tenant Agreement:** I have inspected that assigned common areas of this unit and find it to be in the condition stated. I realize that my roommate and I are jointly responsible for all damages to this room other than those noted on this form upon entry at check-in.

**Landlord/Manager Signature** \_\_\_\_\_

**Tenant Signature** \_\_\_\_\_

**Tenant Signature** \_\_\_\_\_

**Tenant Signature** \_\_\_\_\_

**Tenant Signature** \_\_\_\_\_

**Tenant Signature** \_\_\_\_\_