

Inventory and condition form concerning the property at _____

Complete the move-in section of this form and return it to your landlord with the time required by your lease. All items are presumed to be in good condition unless noted otherwise. Test all locks, window latches, smoke detectors, and equipment. This form is not a repair request. Submit all requests for repairs separately in accordance with your lease. You and your Landlord may also use this form upon move-out. Keep a copy for your records. Note any defects in the items listed below

	Date _____	Date _____
A	Move In Comments	Move Out Comments
exterior items		
1 fences and gates	_____	_____
2 lawn and trees	_____	_____
3 roof & gutters	_____	_____
4 siding & painting	_____	_____
5 front door	_____	_____
6 door knob & lock	_____	_____
7 weather-stripping	_____	_____
8 light/bulb	_____	_____
9 door bell	_____	_____
10 sliding glass door	_____	_____
11 sliding glass screen door	_____	_____
12 heat tape	_____	_____
13 deck or patio	_____	_____
14 water shut-off valve located	_____ Yes _____ No	_____
15 other	_____	_____
B	Move In Comments	Move Out Comments
garage		
1 ceiling & walls	_____	_____
2 floor	_____	_____
3 auto door opener	_____	_____
4 safety Reversal	_____	_____
5 remotes	_____	_____
6 garage door interior	_____	_____
7 storage room door	_____	_____
8 storage room	_____	_____
9 fire extinguisher	_____	_____
10 other	_____	_____
C	Move In Comments	Move Out Comments
Entry		
1 ceiling and walls	_____	_____
2 paint	_____	_____
3 doors & door stops	_____	_____
4 door lock and Knob	_____	_____
5 flooring	_____	_____
6 light fixture	_____	_____
7 window & screens	_____	_____
8 window latch	_____	_____
9 plugs & switches	_____	_____
10 closet door	_____	_____
11 closet shelves and rods	_____	_____
12 baseboard and door trim	_____	_____
13 other	_____	_____
D	Move In Comments	Move Out Comments
Living Room		
1 ceiling & walls	_____	_____
2 paint	_____	_____
3 doors & door stops	_____	_____

G	Stairs	Move In Comments	Move Out Comments
	1 carpet	_____	_____
	2 handrail	_____	_____
	3 ceiling & walls	_____	_____
	4 light switch and cover	_____	_____
	5 other	_____	_____

H	Halls (upstairs)	Move In Comments	Move Out Comments
	1 ceiling & walls	_____	_____
	2 paint	_____	_____
	3 doors & doors stops	_____	_____
	4 door locks & knobs	_____	_____
	5 flooring	_____	_____
	6 light fixture	_____	_____
	7 plugs switches	_____	_____
	8 closet door	_____	_____
	9 closet shelves and rods	_____	_____
	10 baseboard and door trim	_____	_____
	11 other	_____	_____

H.1	Laundry Room		
	1 Ceiling and walls	_____	_____
	2 floor pan	_____	_____
	3 doors	_____	_____
	4 washer hookup	_____	_____
	5 dryer vent	_____	_____
	6 other	_____	_____

I	Master Bedroom	Move In Comments	Move Out Comments
	1 ceiling & walls	_____	_____
	2 paint	_____	_____
	3 doors & door stops	_____	_____
	4 door locks and knobs	_____	_____
	5 flooring	_____	_____
	6 window & screens	_____	_____
	7 window latch	_____	_____
	8 sliding glass door	_____	_____
	9 sliding glass door screen	_____	_____
	10 blinds	_____	_____
	11 plugs and switches	_____	_____
	12 closet door	_____	_____
	13 closet rod	_____	_____
	14 closet shelves	_____	_____
	15 baseboard and door trim	_____	_____
	16 light and ceiling fan	_____	_____
	17 other	_____	_____

I.1	Deck		
	1 floor	_____	_____
	2 ceiling & walls	_____	_____
	3 door	_____	_____
	4 dryer vent	_____	_____
	5 light bulb	_____	_____
	6 other	_____	_____

J	Second Bedroom	(above entryway) Move In Comments	Move Out Comments
	1 ceiling and walls	_____	_____

