

# INVENTORY CHECKLIST

FOR EXISTING PHYSICAL CONDITION OF UNIT AND FURNISHINGS

**Tenant(s):** You should complete this checklist, noting the condition of the rental property, and return it to the landlord within 7 days after obtaining possession of the rental unit. You are also entitled to request and receive a copy of the last termination inventory checklist which shows what claims were chargeable to the last prior tenants.

*It is very important that this form is completed and that all damage, no matter how insignificant, is listed. The landlord must sign and return one copy to the tenant(s). On move-out day, the landlord should take inventory of the condition of the rental again and complete the "Condition Upon Departure" column. The inventory checklist is needed to determine if damages were made to the rental during the tenants' lease period. This form does not serve as a request for repairs. Attach additional sheets if necessary.*

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 Tenant(s) Unit Address and # # of keys issued

Condition-indicate number of items (where applicable) and location and nature of soil, damages, marks, etc.		
Item	Condition Upon Arrival	Condition Upon Departure
<b>KITCHEN/DINING AREA</b>		
Table - Chairs		
Walls - Floor - Carpet - Ceiling		
Counters - Cupboards		
Stove - Fridge - Sink - Disposal		
Dishwasher - Other Appliances		
<b>LIVING ROOM</b>		
Walls - Floor - Carpet - Ceiling		
Window Coverings - Lamps		
Sofa - Chairs - Tables		
Desks - Study Surfaces		
<b>BATHROOM(S)</b>		
Shower - Tub - Fixtures - Toilet(s) - Sink(s)		
Walls - Floor - Ceiling		
<b>BEDROOM(S)</b>		
Walls - Floor - Carpet - Ceiling		
Closets - Door Tracks - Lamps		
Beds - Mattresses - Covers		
Desks - Chairs - Dressers		
<b>HALLWAY(S)</b>		
Walls - Floor - Carpet - Ceiling - Stairs		
Furniture - Railings - Closets		
<b>MISCELLANEOUS</b>		
Windows - Screens - Curtains/Blinds		
Switch Plates - Locks - Light Bulbs - Light Fixtures		
A/C - Fans - Thermostats		
Storage Space - Fire Extinguisher		
Smoke Detector - Batteries		
<b>GENERAL CONDITION OF EXTERIOR</b>		

**COMMENTS:**

Tenant signature acknowledges the above information to be true to the best of his/her knowledge.

Landlord signature acknowledges receipt of completed Inventory Checklist.

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 Signature of Tenant Date      Signature of Tenant Date      Signature of Landlord Date

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 Signature of Tenant Date      Signature of Tenant Date

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Signature of Tenant

Date

Signature of Tenant

Date

**RETAIN COPY FOR FUTURE REFERENCE**