

### INVENTORY CHECKLIST (1 OF 4)

This inventory form is for the protection of both the tenant and the landlord.

You (the tenant) and the landlord or the landlord's agent should fill out the "Condition Upon Arrival" section of the form within three days of your moving in. If you request an initial inspection before you move out, you and your landlord or agent should conduct the initial inspection about two weeks before the end of the tenancy or lease term and fill out the "Condition Upon Initial Inspection" section. As soon as possible after you have moved out, the landlord or agent should fill out the "Condition Upon Departure" section. It's a good idea for you to be present during the final inspection, but the law does not require that you be present or that the landlord allow you to be present.

The landlord or agent should sign a copy of this form following each inspection, and you should sign following each inspection for which you are present. Both you and the landlord or agent should receive a copy of the form following each inspection.

Be specific and check carefully when completing this form. Among other things, look for dust, dirt, grease, stains, burns, and excess wear.

Additions to this form may be made as necessary. Attach additional paper if more space is needed, but remember to include copies for both the landlord and the tenant. Both parties should initial any additional pages after each inspection. Cross out any items that do not apply.

Address \_\_\_\_\_ Unit Number \_\_\_\_\_

Name of tenant(s) \_\_\_\_\_

| ITEM   | If applicable<br>QUALITY | CONDITION UPON ARRIVAL  | CONDITION UPON INITIAL INSPECTION  | CONDITION UPON DEPARTURE   |
|--|--------------------------|---|--|--|
|  |                          | Note condition, including existing damage and wear and tear.<br>DATE: _____ | Note deterioration beyond reasonable use and wear for which tenant is alleged to be responsible. DATE: _____ | Note deterioration beyond reasonable use and wear for which tenant is alleged to be responsible. DATE: _____ |
| Cupboards  |                          |   |  |  |
| Floor covering   |                          |   |  |  |
| Walls and ceiling                                      |                          |   |  |  |
| Counter surfaces                                       |                          |   |  |  |
| Stove and oven, range hood (broiler pan, grills, etc.) |                          |   |  |  |
| Refrigerator (ice trays, butter dish, etc.)            |                          |   |  |  |
| Sink and garbage disposal                              |                          |   |  |  |
| Windows (draperies, screens, etc.)                     |                          |   |  |  |
| Doors, including hardware                              |                          |   |  |  |
| Light fixtures   |                          |   |  |  |

**KITCHEN**

**INVENTORY CHECKLIST (2 OF 4)**

| ITEM                                 | QUALITY<br>If applicable | CONDITION UPON ARRIVAL<br>Note condition, including existing damage and wear and tear.<br>DATE: _____ | CONDITION UPON INITIAL INSPECTION<br>Note deterioration beyond reasonable use and wear for which tenant is alleged to be responsible. DATE: _____ | CONDITION UPON DEPARTURE<br>Note deterioration beyond reasonable use and wear for which tenant is alleged to be responsible. DATE: _____ |
|--------------------------------------|--------------------------|---|---|--|
| <b>LIVING ROOM</b>                   |                          |   |   |  |
| Floor covering                       |                          |   |   |  |
| Walls and ceiling                    |                          |   |   |  |
| Windows (draperies, screens, etc.)   |                          |   |   |  |
| Doors, including hardware            |                          |   |   |  |
| Light fixtures                       |                          |   |   |  |
| <b>BATHROOM</b>                      |                          |   |   |  |
| Floor covering                       |                          |   |   |  |
| Walls and ceiling                    |                          |   |   |  |
| Shower and tub (walls, door, tracks) |                          |   |   |  |
| Toilet                               |                          |   |   |  |
| Plumbing fixtures                    |                          |   |   |  |
| Windows (draperies, screens, etc.)   |                          |   |   |  |
| Doors, including hardware            |                          |   |   |  |
| Light fixtures                       |                          |   |   |  |
| Sink, vanity, medicine cabinet       |                          |   |   |  |

**INVENTORY CHECKLIST (3 OF 4)**

| ITEM  | QUALITY<br>If applicable | CONDITION UPON ARRIVAL<br>Note condition, including existing damage and wear and tear.<br>DATE: _____ | CONDITION UPON INITIAL INSPECTION<br>Note deterioration beyond reasonable use and wear for which tenant is alleged to be responsible. DATE: _____ | CONDITION UPON DEPARTURE<br>Note deterioration beyond reasonable use and wear for which tenant is alleged to be responsible. DATE: _____ |
|---|--------------------------|---|---|--|
| <b>HALLWAYS OR OTHER AREAS</b>                                    |                          |   |   |  |
| Floor covering  |                          |   |   |  |
| Walls and ceiling   |                          |   |   |  |
| Closets, including doors and tracks                               |                          |   |   |  |
| Light fixtures  |                          |   |   |  |
| Furnace/Air conditioner filter(s)                                 |                          |   |   |  |
| Patio, deck, yard (planted areas, ground covering, fencing, etc.) |                          |   |   |  |
| Other (specify)   |                          |   |   |  |
| <b>BEDROOM 1</b>  |                          |   |   |  |
| Floor covering  |                          |   |   |  |
| Walls and ceiling   |                          |   |   |  |
| Closet, including doors and tracks                                |                          |   |   |  |
| Windows (draperies, screens, etc.)                                |                          |   |   |  |
| Doors, including hardware   |                          |   |   |  |
| Light fixtures  |                          |   |   |  |

**INVENTORY CHECKLIST (4 OF 4)**

| ITEM                                | QUALITY<br>If applicable | CONDITION UPON ARRIVAL<br>Note condition, including existing damage and wear and tear.<br>DATE: _____ | CONDITION UPON INITIAL INSPECTION<br>Note deterioration beyond reasonable use and wear for which tenant is alleged to be responsible. DATE: _____ | CONDITION UPON DEPARTURE<br>Note deterioration beyond reasonable use and wear for which tenant is alleged to be responsible. DATE: _____ |
|-------------------------------------|--------------------------|---|---|--|
| <b>BEDROOM 2</b>                    |                          |   |   |  |
| Floor covering                      |                          |   |   |  |
| Walls and ceiling                   |                          |   |   |  |
| Closets, including doors and tracks |                          |   |   |  |
| Windows (draperies, screens, etc.)  |                          |   |   |  |
| Doors, including hardware           |                          |   |   |  |
| Light fixtures                      |                          |   |   |  |
| <b>BEDROOM 3</b>                    |                          |   |   |  |
| Floor covering                      |                          |   |   |  |
| Walls and ceiling                   |                          |   |   |  |
| Closets, including doors and tracks |                          |   |   |  |
| Windows (draperies, screens, etc.)  |                          |   |   |  |
| Doors, including hardware           |                          |   |   |  |
| Light fixtures                      |                          |   |   |  |