

# **RENTAL PROPERTY INVENTORY AND CONDITION FORM**

# INVENTORY AND CONDITION FORM CONCERNING THE PROPERTY AT:

# TENANT NAME (PRINT):

#### **TENANT NAME (PRINT):**

Tenant(s) complete(s) this checklist. Each party keeps a copy of signed checklist. Tenant(s) and Landlord or CFR MGMT Representative will use the move-in checklist during the post-move out inspection and again when determining if any of the tenant's deposit will be retained for cleaning or repairs after move-out. Tenant has 5 calendar days from first day outlined in lease to report maintenance request and any additional issues with the property. If the checklist is not received to the office within 5 calendar days, we will not accept it and will utilize the move out inspection report from the previous tenant.

# BE SPECIFIC AND DETAILED WHEN FILLING OUT THE CHECKLIST.

Exterior Items	Move-In Comments	Move-Out Comments
Mailbox		
Fences & Gates		
Lawn, Trees & Shrubs		
Roof & Gutters		
Siding & Paint Drive Front Door		
Door Knob & Lock		
Weather-stripping		
Light/Bulb		
Door Bell		
Water Shut-Off Valve		
Located?	yesno	
Other		
Entry	Move-In Comments	Move-Out Comments
Ceiling & Walls	Move-III Comments	Move-Out Comments
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Light Fixtures		
Windows & Screens		
Widow Latches		
Other		

Living Room Move-In Comments Move-Out Comments Ceiling & Walls Paint & Wallpaper Doors & Door Stops Door Locks & Knobs Flooring Lights & Ceiling Fans Windows & Screens Widow Latches Drapes/Blinds/Shutters Plugs & Switches **Closet Shelves & Rods** Cabinets Fireplace Other Move-In Comments Dining Room Move-Out Comments Ceiling & Walls Paint & Wallpaper Doors & Door Stops Door Locks & Knobs Floorina Lights & Ceiling Fans Windows & Screens Widow Latches Drapes/Blinds/Shutters Plugs & Switches Closet Shelves & Rods Cabinets Other Kitchen & Breakfast Move-In Comments Move-Out Comments Ceiling & Walls Paint & Wallpaper Doors & Door Stops Door Locks & Knobs Flooring Lights & Ceiling Fans Windows & Screens Widow Latches Drapes/Blinds/Shutters Plugs & Switches Pantry & Shelves Cabinets & Handles Drawers & Handles Countertops Range Oven Racks Knobs Broiler \_\_\_\_\_ Vent Hood Light & Fan Filter Garbage Disposal Sink & Faucet Dishwasher Silver Basket Soap Dispenser

Racks Refrigerator Ice Trays Shelves & Drawers Butter Tray Light & Bulb Other <u>Halls</u> Move-In Comments Move-Out Comments Ceiling & Walls Paint & Wallpaper Doors & Door Stops Door Locks & Knobs Flooring Light Fixtures Plugs & Switches Other Master Bedroom (1) Move-In Comments Move-Out Comments Ceiling & Walls Paint & Wallpaper Doors & Door Stops Door Locks & Knobs Flooring Lights & Ceiling Fans Windows & Screens Widow Latches Drapes/Blinds/Shutters Plugs & Switches Closet Shelves & Rods Cabinets Other Move-In Comments Move-Out Comments Bedroom (2) Ceiling & Walls Paint & Wallpaper Doors & Door Stops Door Locks & Knobs Flooring Lights & Ceiling Fans Windows & Screens Widow Latches \_\_\_\_\_ Drapes/Blinds/Shutters Plugs & Switches Closet Shelves & Rods Cabinets Other Bedroom (3) Move-In Comments Move-Out Comments Ceiling & Walls Paint & Wallpaper Doors & Door Stops Door Locks & Knobs Flooring Lights & Ceiling Fans Windows & Screens Widow Latches Drapes/Blinds/Shutters

Plugs & Switches Closet Shelves & Rods Cabinets Other Bedroom (4) Move-In Comments Ceiling & Walls Paint & Wallpaper Doors & Door Stops Door Locks & Knobs Flooring Lights & Ceiling Fans Windows & Screens Widow Latches Drapes/Blinds/Shutters **Plugs & Switches Closet Shelves & Rods** Cabinets Other Bathroom (1) Move-In Comments Ceiling & Walls Paint & Wallpaper Doors & Door Stops Door Locks & Knobs Flooring Light Fixtures Windows & Screens \_\_\_\_\_ Widow Latches Drapes/Blinds/Shutters Plugs & Switches Closet Shelves & Rods Cabinets & Handles Countertops Sinks & Faucets Tub/Shower & Faucets Toilet Heaters/Exhaust Fans Towel Fixtures Other Bathroom (2) Move-In Comments Ceiling & Walls Paint & Wallpaper Doors & Door Stops Door Locks & Knobs

Flooring Light Fixtures Windows & Screens Widow Latches

Countertops Sinks & Faucets Tub/Shower & Faucets

Toilet

Drapes/Blinds/Shutters Plugs & Switches Closet Shelves & Rods Cabinets & Handles Move-Out Comments

Move-Out Comments

Move-Out Comments

4 | Page

Heaters/Exhaust Fans Towel Fixtures Other

Bathroom (3) Ceiling & Walls Paint & Wallpaper Doors & Door Stops Door Locks & Knobs Flooring Light Fixtures Windows & Screens Widow Latches Drapes/Blinds/Shutters Plugs & Switches Closet Shelves & Rods **Cabinets & Handles** Countertops Sinks & Faucets Tub/Shower & Faucets Toilet Heaters/Exhaust Fans Towel Fixtures Other

Move-In Comments

Move-In Comments

Ceiling & Walls Paint & Wallpaper Doors & Door Stops Door Locks & Knobs Flooring Light Fixtures Plugs & Switches Closet Shelves & Rods Cabinets & Handles Other

Linen Closet

Other Central A/C & Heat Filter Thermostat Window A/C Units Space or Wall Heaters Water Heater Smoke Detectors Other

<u>Garage</u> Ceilings & Walls Floor Auto Door Opener Safety Reversal Remotes Garage Doors Exterior Doors & Stops Storage Room Other

# Move-In Comments

Move-In Comments

Move-Out Comments

# Move-Out Comments

Move-Out Comments

Move-Out Comments

5 | P a g e

Number of Keys:	<u>Received</u>	Returned		Received	Returned		
Door keys:		Garage	e Door Openers:				
List of Appliances and	Make/Model	Numbers					
The undersigned acknowledge that the above is an accurate assessment of the condition of the property as of the date signed.							
MOVE-IN INSPECTION DATE:			MOVE-OUT INS	NSPECTION DATE:			
Tenant Signature			CFR MGMT Re		Signature		
Tenant Signature			Tenant Signatur				
			Tenant Signatur	e			