



RENTAL PROPERTY INVENTORY AND CONDITION FORM

INVENTORY AND CONDITION FORM CONCERNING THE PROPERTY AT:

TENANT NAME (PRINT):

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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.

<u>Exterior Items</u>	<u>Move-In Comments</u>	<u>Move-Out Comments</u>
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?	_____yes_____no	_____
Other	_____	_____

<u>Entry</u>	<u>Move-In Comments</u>	<u>Move-Out Comments</u>
Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____
Doors & Door Stops	_____	_____
Door Locks & Knobs	_____	_____
Flooring	_____	_____
Light Fixtures	_____	_____
Windows & Screens	_____	_____
Widow Latches	_____	_____
Other	_____	_____

<u>Living Room</u>	<u>Move-In Comments</u>	<u>Move-Out Comments</u>
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	_____	_____

<u>Dining Room</u>	<u>Move-In Comments</u>	<u>Move-Out Comments</u>
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	_____	_____

<u>Kitchen & Breakfast</u>	<u>Move-In Comments</u>	<u>Move-Out Comments</u>
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>	<u>Move-In Comments</u>	<u>Move-Out Comments</u>
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Light Fixtures		
Plugs & Switches		
Other		

<u>Master Bedroom (1)</u>	<u>Move-In Comments</u>	<u>Move-Out Comments</u>
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		

<u>Bedroom (2)</u>	<u>Move-In Comments</u>	<u>Move-Out Comments</u>
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		

<u>Bedroom (3)</u>	<u>Move-In Comments</u>	<u>Move-Out Comments</u>
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

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

Bathroom (1)

Move-In Comments

Move-Out 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

Move-Out 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
