

### 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) \_\_\_\_\_

	<b>ITEM</b>	<b>QUALITY</b> <small>If applicable</small>	<b>CONDITION UPON ARRIVAL</b> <small>Note condition, including existing damage and wear and tear.</small> <b>DATE:</b> _____	<b>CONDITION UPON INITIAL INSPECTION</b> <small>Note deterioration beyond reasonable use and wear for which tenant is alleged to be responsible.</small> <b>DATE:</b> _____	<b>CONDITION UPON DEPARTURE</b> <small>Note deterioration beyond reasonable use and wear for which tenant is alleged to be responsible.</small> <b>DATE:</b> _____
<b>KITCHEN</b>	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				

**INVENTORY CHECKLIST (2 OF 4)**

	<b>ITEM</b>	<b>QUALITY</b> <small>If applicable</small>	<b>CONDITION UPON ARRIVAL</b> Note condition, including existing damage and wear and tear. <b>DATE:</b> _____	<b>CONDITION UPON INITIAL INSPECTION</b> Note deterioration beyond reasonable use and wear for which tenant is alleged to be responsible. <b>DATE:</b> _____	<b>CONDITION UPON DEPARTURE</b> Note deterioration beyond reasonable use and wear for which tenant is alleged to be responsible. <b>DATE:</b> _____
<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)**

		<b>ITEM</b>	<b>QUALITY</b> <small>If applicable</small>	<b>CONDITION UPON ARRIVAL</b> Note condition, including existing damage and wear and tear. <b>DATE:</b> _____	<b>CONDITION UPON INITIAL INSPECTION</b> Note deterioration beyond reasonable use and wear for which tenant is alleged to be responsible. <b>DATE:</b> _____	<b>CONDITION UPON DEPARTURE</b> Note deterioration beyond reasonable use and wear for which tenant is alleged to be responsible. <b>DATE:</b> _____
<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)**

<b>ITEM</b>	<b>QUALITY</b> <small>If applicable</small>	<b>CONDITION UPON ARRIVAL</b> Note condition, including existing damage and wear and tear. <b>DATE:</b> _____	<b>CONDITION UPON INITIAL INSPECTION</b> Note deterioration beyond reasonable use and wear for which tenant is alleged to be responsible. <b>DATE:</b> _____	<b>CONDITION UPON DEPARTURE</b> Note deterioration beyond reasonable use and wear for which tenant is alleged to be responsible. <b>DATE:</b> _____
<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		