

## Inventory Checklist

This inventory form is for your protection and serves as a written record of the condition of the apartment upon your arrival. You should fill it out as soon as you move in, and if possible have the apartment manager go over and sign it as well. If your manager will not sign this form, make a copy of it and mail it to him/her for their records. Make sure to keep the original in case any discrepancies arise. In completing the form, be specific and check carefully. Among the things you should look for are dust, grease, stains, burns, damages and wear. Additions to this list may be made as necessary. Attach additional paper if more space is needed, but remember to include a copy for both parties. Cross out items that do not apply.

Apartment Name and Address: \_\_\_\_\_  
 \_\_\_\_\_ Unit No. \_\_\_\_\_

| KITCHEN ITEMS             | QUANTITY | CONDITION ON ARRIVAL | *CONDITION UPON DEPARTURE |
|---------------------------|----------|----------------------|---------------------------|
| Refrigerator              |          |                      |                           |
| Cupboards/Breadboards     |          |                      |                           |
| Floor Covering            |          |                      |                           |
| Walls and Ceiling         |          |                      |                           |
| Counter Surfaces          |          |                      |                           |
| Stove & Oven              |          |                      |                           |
| Sink & Garbage Disposal   |          |                      |                           |
| Tables & Chairs           |          |                      |                           |
| Windows (draperies)       |          |                      |                           |
| Doors, including Hardware |          |                      |                           |
| Light Fixtures            |          |                      |                           |
| Other                     |          |                      |                           |

*Reasonable wear and tear means gradual deterioration resulting from the use, lapse of time, and the operation of the elements, in spite of tenant's care.*

| LIVING ROOM               | QUANTITY | CONDITION ON ARRIVAL | *CONDITION UPON DEPARTURE |
|---------------------------|----------|----------------------|---------------------------|
| Floor Covering            |          |                      |                           |
| Walls & Ceiling           |          |                      |                           |
| Tables & Chairs           |          |                      |                           |
| Sofa                      |          |                      |                           |
| Windows (draperies)       |          |                      |                           |
| Doors, including hardware |          |                      |                           |
| Light Fixtures            |          |                      |                           |
| Lamp(s)                   |          |                      |                           |

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| BATHROOM                  | QUANTITY | CONDITION ON ARRIVAL | *CONDITION UPON DEPARTURE |
|---------------------------|----------|----------------------|---------------------------|
| Floor Covering            |          |                      |                           |
| Walls & Ceiling           |          |                      |                           |
| Shower & Tub              |          |                      |                           |
| Toilet/Tissue Holder      |          |                      |                           |
| Plumbing Fixtures         |          |                      |                           |
| Window/Drapes             |          |                      |                           |
| Doors, including hardware |          |                      |                           |
| Light Fixtures            |          |                      |                           |
| Mirror                    |          |                      |                           |
| Sink                      |          |                      |                           |
| Cabinets                  |          |                      |                           |
| Towel Racks               |          |                      |                           |
| Water (hot/pressure)      |          |                      |                           |

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| BEDROOM               | QUANTITY | CONDITION ON ARRIVAL | *CONDITION UPON DEPARTURE |
|-----------------------|----------|----------------------|---------------------------|
| Floor Covering        |          |                      |                           |
| Walls & Ceiling       |          |                      |                           |
| Closet Doors & Tracks |          |                      |                           |
| Desks & Chairs        |          |                      |                           |
| Windows/Drapes        |          |                      |                           |
| Light Fixtures        |          |                      |                           |
| Book Shelves          |          |                      |                           |
| Night Stand/Table     |          |                      |                           |
| Other                 |          |                      |                           |

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| HALLWAYS OR OTHER AREAS        | QUANTITY | CONDITION ON ARRIVAL | *CONDITION UPON DEPARTURE |
|--------------------------------|----------|----------------------|---------------------------|
| Floor Covering                 |          |                      |                           |
| Walls & Ceiling                |          |                      |                           |
| Closet Doors & Tracks          |          |                      |                           |
| Light Fixtures                 |          |                      |                           |
| Heater (filter, heat working)  |          |                      |                           |
| Patio, Deck, Yard              |          |                      |                           |
| Doorbell/Knocker               |          |                      |                           |
| Screen Door (s)                |          |                      |                           |
| Outside Light (s)              |          |                      |                           |
| Ext. Doors (deadbolt required) |          |                      |                           |
| Other                          |          |                      |                           |

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Beginning Inventory Date: \_\_\_\_\_ End Term Inspection Date: \_\_\_\_\_

Signature of Tenant: \_\_\_\_\_ Signature of Tenant: \_\_\_\_\_

Signature of Subtenant: \_\_\_\_\_ Signature of Subtenant: \_\_\_\_\_

Signature of Landlord: \_\_\_\_\_ Signature of Landlord: \_\_\_\_\_