



Landlord Toolkit

Online Forms

Property Inventory and Condition Form



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Property Inventory and Condition Form

Inventory and condition form concerning the property at:

Complete the move-in section of this form and return it to your Landlord within the time required by your lease. All items are presumed to be in good condition unless noted otherwise. Test all locks, window latches, smoke detectors, and equipment. This form is not a repair request. Submit all requests for repairs separately in accordance with your lease. You and your Landlord may also use this form upon move-out. Keep a copy for your records. Note any defects in the items listed below.

A. Exterior Items

	Move in comments	Move out comments
Mailbox		
Fences & Gates		
Pool/Spa & Equip.		
Lawn, Trees & Shrubs		
Roof & Gutters		
Siding & Paint Drive		
Front Door		
Door Knob & Lock		
Weatherstripping		
Light/Bulb		
Door Bell		
Back Door		
Door Knob & Lock		
Weatherstripping		
Door Light/Bulb		
Patio Door		
Door Knob & Lock		
Weatherstripping		
Door Light/Bulb		
Water Shut-Off Valve Located? Y / N		
Other		

B. Garage

	Move in comments	Move out comments
Ceilings & Walls		
Floor		
Auto Door Opener		
Safety Reversal		
Remotes		
Garage Doors		
Exterior Doors & Stops		
Storage Room		
Other		

Property Inventory and Condition Form

C. Entry

	Move in comments	Move out comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Light Fixtures		
Windows & Screens		
Window Latches		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
Other		

D. Living Room

	Move in comments	Move out comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Window Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
Fireplace		
Other		

Property Inventory and Condition Form

E. Dining Room

	Move in comments	Move out comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Window Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
Other		

F. Kitchen & Breakfast

	Move in comments	Move out comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Window Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Pantry & Shelves		
Cabinets & Handles		
Drawers & Handles		
Countertops		
Range		
Oven		
Racks		
Knobs		
Broiler		
Vent Hood		
Light & Fan		
Filter		
Garbage Disposer		
Sink & Faucet		
Dishwasher		

Property Inventory and Condition Form

Silver Basket		
Soap Dispenser		
Racks		
Refrigerator		
Ice Trays		
Shelves & Drawers		
Butter Tray		
Light & Bulb		
Other		

G. Halls

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

H. Family Room

	Move in comments	Move out comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Widow Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
Fireplace		
Other		

Property Inventory and Condition Form

I. Master Bedroom (1)

	Move in comments	Move out comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Widow Latches		
Drapes/Blinds/Shutters		
Windows & Screens		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
Other		

J. Master Bathroom (1)

	Move in comments	Move out comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Widow Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Cabinets & Handles		
Closet Shelves & Rods		
Countertops		
Sinks & Faucets		
Tub/Shower & Faucets		
Toilet		
Heaters/Exhaust Fans		
Towel Fixtures		
Other		

Property Inventory and Condition Form

K. Bedroom (2)

	Move in comments	Move out comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Widow Latches		
Windows & Screens		
Drapes/Blinds/Shutters		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
Other		

L. Bedroom (3)

	Move in comments	Move out comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Widow Latches		
Windows & Screens		
Drapes/Blinds/Shutters		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
Other		

Property Inventory and Condition Form

M. Bedroom (4)

	Move in comments	Move out comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Widow Latches		
Windows & Screens		
Drapes/Blinds/Shutters		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
Other		

N. Bathroom (2)

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

Property Inventory and Condition Form

O. Utility Room

	Move in comments	Move out comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Light Fixtures		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets & Handles		
Countertops		
Sinks & Faucets		
Washer & Dryer		
W&D Connections		
Other		

P. Other

	Move in comments	Move out comments
Central A/C & Heat		
Filter		
Thermostat		
Window A/C Units		
Space or Wall Heaters		
Water Heater		
Water Softener		
Smoke Detectors		
Security System		
Other		

Q. Number of Keys:

	Received	Returned
Door keys		
Mailbox keys		
Security Cards		
Garage Door Openers		
Laundry Room Keys		
Recreational Facilities Keys		

The undersigned acknowledge that the above is an accurate assessment of the condition of the property as of the date signed.

✕ Tenant 📅 Date

✕	📅	✕	📅
✕	📅	✕	📅

Property Inventory and Condition Form

P. Utility Room

	Move in comments	Move out comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Light Fixtures		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets & Handles		
Countertops		
Sinks & Faucets		
Washer & Dryer		
W&D Connections		
Other		

Q. Other

	Move in comments	Move out comments
Central A/C & Heat		
Filter		
Thermostat		
Window A/C Units		
Space or Wall Heaters		
Water Heater		
Water Softener		
Smoke Detectors		
Security System		
Other		

R. Number of Keys:

	Received	Returned
Door keys		
Mailbox keys		
Security Cards		
Garage Door Openers		
Laundry Room Keys		
Recreational Facilities Keys		

The undersigned acknowledge that the above is an accurate assessment of the condition of the property as of the date signed.

✕ Tenant 📅 Date

✕	📅	✕	📅
✕	📅	✕	📅