

## CONDITION OF RENTAL PROPERTY CHECKLIST

PROPERTY ADDRESS \_\_\_\_\_

TENANT(S) \_\_\_\_\_

MOVE-IN INSPECTION DATE \_\_\_\_\_ MOVE-OUT INSPECTION DATE \_\_\_\_\_

INSTRUCTIONS: Tenant(s) must complete and submit this checklist within THREE DAYS of moving in. Tenant(s) and manager use the move-in/move-out checklist to determine if any of the tenant's security deposit will be retained for cleaning or repairs after move-out. BE SPECIFIC and DETAILED when filling out the checklist.

√	ITEMS	CONDITION AT MOVE-IN	CONDITION AT MOVE-OUT	CHARGE
	Unit must be completely cleaned and free of trash			
	Closets, cabinets and storage areas must be emptied and cleaned			
	Ceramic/Vinyl floors need to be cleaned and mopped			
	Kitchen counter, cabinets and back splash must be cleaned			
	Sinks must be cleaned (bleached if necessary)			
	Appliances (drip pans and knobs) must be cleaned and sanitized			
	Fireplaces must be cleaned out and dust free			
	Smoke and carbon monoxide detectors should be tested			
	Patios and balconies must be swept and free from debris and trash			
	Doorstoppers must work and any damages corrected			
	Light and plug switches must be cleaned or replaced if cracked			
	Light bulbs must be in working order			
	Light fixtures must be of the same style as found			
	Doors and door frames must be cleaned			
	Locks and doorknobs must be in working order			
	Drawers must be in working order			

Window coverings must be straightened and cleaned			
Mirrors must be cleaned			
Ceiling fan blades must be cleaned and dusted, both sides			
Nail holes must be patched and painted with matching color			
Check HVAC and then leave at 60° in winter and 80° in summer			
Check the working condition of the STOVE and OVEN			
Check the working condition of the REFRIGERATOR/FREEZER			
Check the working condition of the DISPOSAL			
Check the working condition of the WASHER/DRYER			
Check the working condition of the AIR CONDITIONER			
Check the working condition of the HEATER			
Check the working condition of the HOT WATER HEATER			
Check the working condition of all SINKS FOR LEAKS			
Check the working condition of the GARAGE DOOR OPENERS			
Check the working condition of all WINDOW AND DOOR LOCKS			
Check the working condition of all TOILETS AND TUBS			
Trash must be removed and any unwanted items taken to the dump			
Keys, receipts and instruction manuals must be left at the premises			
# of keys/ # of sets			