

INVENTORY CHECK LIST

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 which do not apply.

Apartment Name and Address: _____

Unit No _____

| KITCHEN ITEMS | QUANTITY (if applicable) | CONDITION ON ARRIVAL | CONDITION UPON DEPARTURE <small>Note: deterioration beyond reasonable wear & tear for which tenant is alleged to be responsible*</small> |
|-------------------------------------------------|------------------------------------|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| IE Refrigerator | 1 | Molding coming off freezer door | |
| Cupboards/Breadboards | | | |
| Floor Covering | | | |
| Walls and Ceiling | | | |
| Counter Surfaces | | | |
| Stove & Oven, Range Hood (broiler pans, grills) | | | |
| Refrigerator (ice trays, butter dish, etc.) | | | |
| Sink & Garbage Disposal | | | |
| Tables & Chairs | | | |
| Windows (draperies, screens) | | | |
| Doors, including hardware | | | |
| Light Fixtures | | | |
| Other (specify) | | | |

| LIVING ROOM | QUANTITY (if applicable) | CONDITION ON ARRIVAL | CONDITION UPON DEPARTURE <small>Note: deterioration beyond reasonable wear & tear for which tenant is alleged to be responsible*</small> |
|------------------------------|------------------------------------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Floor Covering | | | |
| Walls and Ceiling | | | |
| Tables and Chairs | | | |
| Sofa | | | |
| Windows (draperies, screens) | | | |
| Doors, including hardware | | | |
| Light Fixtures | | | |
| Lamp(s) | | | |
| Picture(s) | | | |
| Other (specify) | | | |

| BATHROOM | QUANTITY (if applicable) | CONDITION ON ARRIVAL | CONDITION UPON DEPARTURE Note: deterioration beyond reasonable wear & tear for which tenant is alleged to be responsible* |
|---------------------------|------------------------------------|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Floor Covering | | | |
| Walls & Ceiling | | | |
| Shower & Tub | | | |
| Toilet/Tissue Holder | | | |
| Plumbing Fixtures | | | |
| Window/Drapes/Screen | | | |
| Doors, including hardware | | | |
| Light Fixtures | | | |
| Mirror | | | |
| Sink | | | |
| Cabinets | | | |
| Towel Racks | | | |
| Water (Hot/Pressure) | | | |

| BEDROOM | QUANTITY (if applicable) | CONDITION ON ARRIVAL | CONDITION UPON DEPARTURE Note: deterioration beyond reasonable wear & tear for which tenant is alleged to be responsible* |
|-----------------------|------------------------------------|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Floor Covering | | | |
| Walls and Ceiling | | | |
| Closet Doors & Tracks | | | |
| Desks & Chairs | | | |
| Window/Drapes/Screen | | | |
| Doors, incl. Hardware | | | |
| Light Fixtures | | | |
| Book Shelves | | | |
| Night Stand /Table | | | |
| Other (specify) | | | |

| HALLWAYS OR OTHER AREAS | QUANTITY (if applicable) | CONDITION ON ARRIVAL | CONDITION UPON DEPARTURE Note: deterioration beyond reasonable wear & tear for which tenant is alleged to be responsible* |
|--------------------------------|------------------------------------|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Floor Covering | | | |
| Walls and Ceiling | | | |
| Closet Doors & Tracks | | | |
| Light Fixtures | | | |
| Air Conditioner (s) Filter | | | |
| Heater (Filter, Heat Working) | | | |
| Patio, Deck, Yard | | | |
| Doorbell / Knocker | | | |
| Screen Door(s) | | | |
| Outside Light(s) | | | |
| Ext. Doors (deadbolt required) | | | |
| Other (electrical outlets) | | | |

* 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.

Beginning Inventory Date: _____

End Term Inspection Date: _____

Signature of Tenant: _____

Signature of Tenant: _____

Signature of Subtenant: _____
(if applicable)

Signature of Subtenant: _____
(if applicable)

Signature of Landlord: _____

Signature of Landlord: _____