

# Sample Inventory Checklist

This form is for the purpose of recording the condition of the dwelling and its furnishings when a tenant takes occupancy, and the subsequent condition when the tenant terminates the tenancy and vacates the premises. A copy of the form should be made after the first inspection, and the original and the copy should be signed by both the tenant and the landlord. The tenant should be sure to keep a copy.

It is suggested that the tenant and the landlord meet on the premises about two weeks before the tenant moves out for the purpose of alerting the tenant to problems which would necessitate a charge for cleaning, repair or replacement. This should allow the tenant sufficient opportunity to remedy the problem, enabling the landlord to refund the tenant's deposit.

ADDRESS: The location of the premises is: \_\_\_\_\_

<b>KITCHEN</b>			
ITEM	Quantity	Condition Upon Arrival	Condition Upon Departure
example: refrigerator	1	Molding coming off door	
Cabinets/Breadboards			
Floor Covering			
Walls and Ceiling			
Counter Surfaces			
Stove & Oven, Range, grills, etc.			
Refrigerator (ice trays, light, etc.)			
Sink and Garbage Disposal			
Tables and Chairs			
Windows (drapes, screens)			
Doors (including hardware)			
Light Fixtures			
Other (specify)			

<b>LIVING ROOM</b>			
Floor Covering			
Walls and Ceiling			
Tables and Chairs			
Sofa			
Windows (drapes, screens)			
Doors (including hardware)			
Light Fixtures			
Lamp (s)			
Pictures (s)			
Other (specify)			

<b>BATHROOMS</b>			
Floor Coverings			
Walls and Ceiling			

**BATHROOMS (continued)**

Shower & Tub (walls, door, etc)			
Plumbing Fixtures			
Windows (drapes, screens)			
Doors (including hardware)			
Light Fixtures, Exhaust Fan			
Mirror			
Sink			
Cabinets			
Towel Racks			
Other (Specify)			

**BEDROOMS**

Floor Covering			
Walls & Ceiling			
Closet (doors & tracks)			
Desk(s) and Chairs			
Dresser(s)/Chest of Drawers			
Bed(s) (frames, mattress, box spring, pads)			
Windows (drapes, screen)			
Doors (including hardware)			
Light Fixtures			
Book Shelves			
Other (Specify)			

**HALLWAYS/OTHER AREAS**

Floor Covering			
Walls and Ceiling			
Closets (doors & tracks)			
Light Fixtures			
Air Conditioner, Filter			
Heater Filter			
Patio, Deck, Yard			
Water Heater			
Screen Door(s)			
Outside Light(s)			
Other (specify)			

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

Signature of Tenant \_\_\_\_\_ Signature of Landlord \_\_\_\_\_