

Community Alliance of Tenants – Tenant Education

Information is for general information purposes only, and is not a substitute for the advice of an attorney

UNIT INVENTORY AND CONDITION REPORT FORM

Protect yourself: if possible, take pictures when you move in and move out. Save copies of repair requests and any unnecessary bills. Bring along a friend or family member who doesn't live with you as a witness. Keep a copy for your records and give a copy to your landlord.

	Move-in			Move-out		
	Good	OK	Poor	Good	OK	Poor
Bathroom						
Tiles/ Countertops						
Faucets						
Hot & Cold Running Water						
Toilet flushes/ outside dry/ good condition						
Bathtub/Shower						
Cabinets close properly						
Towel Racks						
Plumbing doesn't leak/drip						
Walls clean/ no holes						
Door						
Light Fixture						
Mirror/ Medicine Cabinet						
Cleanliness						
Comments:						
Kitchen						
Refrigerator/ Freezer						
Ice trays						
Stove/ burners						
Range hood/ fan						
Garbage disposal						
Dishwasher						
Cabinets/ doors close properly						
Countertops stains, burns, damage free						
Sink works, stain and chip free						
Faucet / hot & cold running water						
Floor						
Appliance/ fixtures						
Walls in good condition/ clean/ no holes						
Blinds/ curtains						
Doors(s)						
Light fixtures work						
Comments:						
Living/ Dining Room						
Carpet/flooring						
Walls are clean/ no holes						
Blinds/ curtains						

