

# Landlord-Tenant Checklist

## GENERAL CONDITION OF RENTAL UNIT AND PREMISES

Street Address \_\_\_\_\_ Unit Number \_\_\_\_\_ City \_\_\_\_\_

|                           | Condition on Arrival | Condition on Departure | Estimated Cost of Repair/Replacement |
|---------------------------|----------------------|------------------------|--------------------------------------|
| <b>LIVING ROOM</b>        |                      |                        |                                      |
| Floors & Floor Coverings  |                      |                        |                                      |
| Drapes & Window Coverings |                      |                        |                                      |
| Walls & Ceilings          |                      |                        |                                      |
| Light Fixtures            |                      |                        |                                      |
| Windows, Screens & Doors  |                      |                        |                                      |
| Front Door & Locks        |                      |                        |                                      |
| Fireplace                 |                      |                        |                                      |
| Other                     |                      |                        |                                      |
| Other                     |                      |                        |                                      |
| <b>KITCHEN</b>            |                      |                        |                                      |
| Floors & Floor Coverings  |                      |                        |                                      |
| Walls & Ceilings          |                      |                        |                                      |
| Light Fixtures            |                      |                        |                                      |
| Cabinets                  |                      |                        |                                      |
| Counters                  |                      |                        |                                      |
| Stove/Oven                |                      |                        |                                      |
| Refrigerator              |                      |                        |                                      |
| Dishwasher                |                      |                        |                                      |
| Garbage Disposal          |                      |                        |                                      |
| Sink & Plumbing           |                      |                        |                                      |
| Windows, Screens & Doors  |                      |                        |                                      |
| Other                     |                      |                        |                                      |
| Other                     |                      |                        |                                      |
| <b>DINING ROOM</b>        |                      |                        |                                      |
| Floors & Floor Covering   |                      |                        |                                      |
| Walls & Ceilings          |                      |                        |                                      |
| Light Fixtures            |                      |                        |                                      |
| Windows, Screens & Doors  |                      |                        |                                      |
| Other                     |                      |                        |                                      |

|                            | Condition on Arrival |               | Condition on Departure |               |               | Estimated Cost of Repair/Replacement |
|----------------------------|----------------------|---------------|------------------------|---------------|---------------|--------------------------------------|
|                            | Bath 1               | Bath 2        | Bath 1                 | Bath 2        |               |                                      |
| <b>BATHROOM(S)</b>         |                      |               |                        |               |               |                                      |
| Floors & Floor Coverings   |                      |               |                        |               |               |                                      |
| Walls & Ceilings           |                      |               |                        |               |               |                                      |
| Windows, Screens & Doors   |                      |               |                        |               |               |                                      |
| Light Fixtures             |                      |               |                        |               |               |                                      |
| Bathtub/Shower             |                      |               |                        |               |               |                                      |
| Sink & Counters            |                      |               |                        |               |               |                                      |
| Toilet                     |                      |               |                        |               |               |                                      |
| Other                      |                      |               |                        |               |               |                                      |
| Other                      |                      |               |                        |               |               |                                      |
| <b>BEDROOM(S)</b>          | <b>Bdrm 1</b>        | <b>Bdrm 2</b> | <b>Bdrm 3</b>          | <b>Bdrm 1</b> | <b>Bdrm 2</b> | <b>Bdrm 3</b>                        |
| Floors & Floor Coverings   |                      |               |                        |               |               |                                      |
| Windows, Screens & Doors   |                      |               |                        |               |               |                                      |
| Walls & Ceilings           |                      |               |                        |               |               |                                      |
| Light Fixtures             |                      |               |                        |               |               |                                      |
| Other                      |                      |               |                        |               |               |                                      |
| Other                      |                      |               |                        |               |               |                                      |
| Other                      |                      |               |                        |               |               |                                      |
| Other                      |                      |               |                        |               |               |                                      |
| <b>OTHER AREAS</b>         |                      |               |                        |               |               |                                      |
| Heating System             |                      |               |                        |               |               |                                      |
| Air Conditioning           |                      |               |                        |               |               |                                      |
| Lawn/Garden                |                      |               |                        |               |               |                                      |
| Stairs and Hallway         |                      |               |                        |               |               |                                      |
| Patio, Terrace, Deck, etc. |                      |               |                        |               |               |                                      |
| Basement                   |                      |               |                        |               |               |                                      |
| Parking Area               |                      |               |                        |               |               |                                      |
| Other                      |                      |               |                        |               |               |                                      |
| Other                      |                      |               |                        |               |               |                                      |
| Other                      |                      |               |                        |               |               |                                      |
| Other                      |                      |               |                        |               |               |                                      |
| Other                      |                      |               |                        |               |               |                                      |

Tenants acknowledge that all smoke detectors and fire extinguishers were tested in their presence and found to be in working order, and that the testing procedure was explained to them. Tenants agree to test all detectors at least once a month and to report any problems to Landlord/Manager in writing. Tenants agree to replace all smoke detector batteries as necessary.

FURNISHED PROPERTY

|                    | Condition on Arrival |               | Condition on Departure |               | Estimated Cost of Repair/Replacement |               |
|--------------------|----------------------|---------------|------------------------|---------------|--------------------------------------|---------------|
| <b>LIVING ROOM</b> |                      |               |                        |               |                                      |               |
| Coffee Table       |                      |               |                        |               |                                      |               |
| End Tables         |                      |               |                        |               |                                      |               |
| Lamps              |                      |               |                        |               |                                      |               |
| Chairs             |                      |               |                        |               |                                      |               |
| Sofa               |                      |               |                        |               |                                      |               |
| Other              |                      |               |                        |               |                                      |               |
| Other              |                      |               |                        |               |                                      |               |
| <b>KITCHEN</b>     |                      |               |                        |               |                                      |               |
| Broiler Pan        |                      |               |                        |               |                                      |               |
| Ice Trays          |                      |               |                        |               |                                      |               |
| Other              |                      |               |                        |               |                                      |               |
| Other              |                      |               |                        |               |                                      |               |
| <b>DINING AREA</b> |                      |               |                        |               |                                      |               |
| Chairs             |                      |               |                        |               |                                      |               |
| Stools             |                      |               |                        |               |                                      |               |
| Table              |                      |               |                        |               |                                      |               |
| Other              |                      |               |                        |               |                                      |               |
| Other              |                      |               |                        |               |                                      |               |
| <b>BATHROOM(S)</b> | <b>Bath 1</b>        | <b>Bath 2</b> | <b>Bath 1</b>          | <b>Bath 2</b> |                                      |               |
| Mirrors            |                      |               |                        |               |                                      |               |
| Shower Curtain     |                      |               |                        |               |                                      |               |
| Hamper             |                      |               |                        |               |                                      |               |
| Other              |                      |               |                        |               |                                      |               |
| <b>BEDROOM(S)</b>  | <b>Bdrm 1</b>        | <b>Bdrm 2</b> | <b>Bdrm 3</b>          | <b>Bdrm 1</b> | <b>Bdrm 2</b>                        | <b>Bdrm 3</b> |
| Beds (single)      |                      |               |                        |               |                                      |               |
| Beds (double)      |                      |               |                        |               |                                      |               |
| Chairs             |                      |               |                        |               |                                      |               |
| Chests             |                      |               |                        |               |                                      |               |
| Dressing Tables    |                      |               |                        |               |                                      |               |
| Lamps              |                      |               |                        |               |                                      |               |
| Mirrors            |                      |               |                        |               |                                      |               |
| Night Tables       |                      |               |                        |               |                                      |               |
| Other              |                      |               |                        |               |                                      |               |

|                    | Condition on Arrival | Condition on Departure | Estimated Cost of Repair/Replacement |
|--------------------|----------------------|------------------------|--------------------------------------|
| Other              |                      |                        |                                      |
| <b>OTHER AREAS</b> |                      |                        |                                      |
| Bookcases          |                      |                        |                                      |
| Desks              |                      |                        |                                      |
| Pictures           |                      |                        |                                      |
| Other              |                      |                        |                                      |
| Other              |                      |                        |                                      |

Use this space to provide any additional explanation:

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Landlord-Tenant Checklist completed on moving in on \_\_\_\_\_, and approved by:

\_\_\_\_\_ and \_\_\_\_\_  
 Landlord/Manager Tenant

\_\_\_\_\_  
 Tenant

\_\_\_\_\_  
 Tenant

Landlord-Tenant Checklist completed on moving out on \_\_\_\_\_, and approved by:

\_\_\_\_\_ and \_\_\_\_\_  
 Landlord/Manager Tenant

\_\_\_\_\_  
 Tenant

\_\_\_\_\_  
 Tenant