

## HOUSING CONDITION CHECKLIST

This checklist is for the protection of both you and your landlord. You and your landlord should complete this checklist preferably within 3 days of your moving-in. Both you and your landlord should:

- (1) agree as to the condition of the unit and equipment, and
- (2) sign and receive a copy of the checklist. Before moving out, you should arrange a time during normal office hours to make a final termination inspection. In completing the checklist be specific and check carefully. Among the things you should look for are stains, burns, damages, and wear; and proper operation of plumbing, appliances, heating and air conditioning.

### AS A RESIDENT YOU ARE RESPONSIBLE FOR EXERCISING PROPER CARE OF THE PREMISES YOU RENT

NAME(S) OF RESIDENTS	ADDRESS
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	ITEM	OK	CONDITION	
			MOVE-IN	MOVE-OUT
<b>KITCHEN</b>	Stove, Oven, Hood, Broiler Pan, Grills, Knobs			
	Refrigerator (ice trays, butter dish, shelves)			
	Sink Disposal, Plumbing			
	Dishwasher, Racks, Basket, Soap Dispenser			
	Cabinets, Drawers, Hardware/Handles			
	Ceiling, Paint, Light Fixtures (bulbs)			
	Walls, Woodwork, Paint/Covering, Electrical			
	Counter Surfaces			
	Floor Covering			
	Windows (glass, draperies, screens, latches)			
	Doors (locks, knobs, stop, paint)			
<b>LIVING ROOM</b>	Ceiling, Paint, Light Fixtures (bulbs)			
	Walls, Woodwork, Paint/Covering, Electrical			
	Floor Covering			
	Windows (glass, draperies, screens, latches)			
	Doors (locks, knobs, stop, paint)			
<b>DINING ROOM</b>	Ceiling, Paint, Light Fixtures (bulbs)			
	Walls, Woodwork, Paint/Covering, Electrical			
	Floor Covering			
	Windows (glass, draperies, screens, latches)			
	Doors (locks, knobs, stop, paint)			
<b>HALL(S)</b>	Ceiling, Paint, Light Fixtures (bulbs)			
	Walls, Woodwork, Paint/Covering, Electrical			
	Floor Covering			
	Closet (rod, shelf), Light Fixtures (bulbs)			
	Doors (locks, knobs, stop, paint)			
	Other			
<b>BEDROOM 1</b>	Ceiling, Paint, Light Fixtures (bulbs)			
	Walls, Woodwork, Paint/Covering, Electrical			
	Floor Covering			
	Windows (glass, draperies, screens, latches)			
	Doors (locks, knobs, stop, paint)			
	Closets (rod, shelf), Light Fixtures (bulbs)			
<b>BEDROOM 2</b>	Ceiling, Paint, Light Fixtures (bulbs)			
	Walls, Woodwork, Paint/Covering, Electrical			
	Floor Covering			
	Windows (glass, draperies, screens, latches)			
	Doors (locks, knobs, stop, paint)			
	Closets (rod, shelf), Light Fixtures (bulbs)			
<b>BEDROOM 3</b>	Ceiling, Paint, Light Fixtures (bulbs)			
	Walls, Woodwork, Paint/Covering, Electrical			
	Floor Covering			
	Windows (glass, draperies, screens, latches)			
	Doors (locks, knobs, stop, paint)			
	Closets (rod, shelf), Light Fixtures (bulbs)			
	Other			

ITEM	OK	CONDITION	
		MOVE-IN	MOVE-OUT
<b>BEDROOM 4</b>	Ceiling, Paint, Light Fixtures (bulbs)		
	Walls, Woodwork, Paint/Covering, Electrical		
	Floor Covering		
	Windows (glass, draperies, screens, latches)		
	Doors (locks, knobs, stop, paint)		
	Closets (rod, shelf), Light Fixtures (bulbs)		
<b>BATHROOM 1</b>	Ceiling, Paint, Light Fixtures (bulbs)		
	Walls, Woodwork, Paint/Covering, Electrical		
	Floor Covering		
	Laboratory, Fixtures, Stopper, Plumbing		
	Bathtub, Shower Doors, Rod, Head, Stopper		
	Commode, Paper Holder, Towel Bars		
	Medicine Cabinet, Hardware/Handles		
	Other Cabinets, Hardware/Handles		
	Counter Top, Mirror, Soap Holders		
	Windows (glass, draperies, screens, latches)		
	Doors (locks, knobs, stop, paint)		
	Other		
<b>BATHROOM 2</b>	Ceiling, Paint, Light Fixtures (bulbs)		
	Walls, Woodwork, Paint/Covering, Electrical		
	Floor Covering		
	Laboratory, Fixtures, Stopper, Plumbing		
	Bathtub, Shower Doors, Rod, Head, Stopper		
	Commode, Paper Holder, Towel Bars		
	Medicine Cabinet, Hardware/Handles		
	Other Cabinets, Hardware/Handles		
	Counter Top, Mirror, Soap Holders		
	Windows (glass, draperies, screens, latches)		
	Doors (locks, knobs, stop, paint)		
	Other		
<b>MISCELLANEOUS</b>	Air Conditioning/Heat (filters) (thermostat)		
	Cable TV or Antenna Connection		
	Washer/Dryer Connections		
	Smoke Detectors (electric/battery)		
	Front Door (knob, lock, weather stripping)		
	Back Door (knob, lock, weather stripping)		
	Patio Door (lock, weather stripping)		
	Porch Lights (bulbs)		
	Keys, Front Door ( )		
	Keys, Back Door ( )		
	Keys, Patio Door ( )		
	Keys, Mailbox ( )		
Other			
COMMENTS			
DEPOSIT \$		AMOUNT OF DEPOSIT REFUND \$	
<b>MOVE-IN INSPECTION</b>		<b>MOVE-OUT INSPECTION</b>	
SIGNATURE OF RESIDENT AND DATE		SIGNATURE OF RESIDENT AND DATE	
SIGNATURE OF LANDLORD (Agent/Manager) AND DATE		SIGNATURE OF LANDLORD (Agent/Manager) AND DATE	