

## Rental Property Inventory and Condition Form

**Inventory and condition form concerning the property at:**

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Complete the move-in section of this form and return it to Pine State Property Management within 3 days of move in. All items are presumed to be in good condition unless noted otherwise. Test all locks, window latches, smoke detectors, and equipment. This form is not a repair request. Submit all requests for repairs separately via a maintenance request on your tenant portal. This form may also be used upon move-out. Keep a copy for your records. Note any defects in the items listed below. Write N/A if an item does not apply.

<b><u>A. Exterior Items</u></b>	<b><u>Move-In Comments</u></b>	<b><u>Move-Out Comments</u></b>
Mailbox	_____	_____
Fences & Gates	_____	_____
Pool/Spa & Equip.	_____	_____
Lawn, Trees & Shrubs	_____	_____
Roof & Gutters	_____	_____
Siding & Paint Drive	_____	_____
Front Door	_____	_____
Door Knob & Lock	_____	_____
Weatherstripping	_____	_____
Light/Bulb	_____	_____
Door Bell	_____	_____
Back Door	_____	_____
Door Knob & Lock	_____	_____
Weatherstripping	_____	_____
Door Light/Bulb	_____	_____
Patio Door	_____	_____
Door Knob & Lock	_____	_____
Weatherstripping	_____	_____
Door Light/Bulb	_____	_____
Water Shut-Off Valve Located? <input type="checkbox"/> yes <input type="checkbox"/> no		
Other	_____	_____

<b><u>B. Garage</u></b>	<b><u>Move-In Comments</u></b>	<b><u>Move-Out Comments</u></b>
Ceilings & Walls	_____	_____
Floor	_____	_____
Auto Door Opener	_____	_____
Safety Reversal	_____	_____
Remotes	_____	_____
Garage Doors	_____	_____
Exterior Doors & Stops	_____	_____
Storage Room	_____	_____
Other	_____	_____

<b><u>C. Entry</u></b>	<b><u>Move-In Comments</u></b>	<b><u>Move-Out Comments</u></b>
Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____
Doors & Door Stops	_____	_____
Door Locks & Knobs	_____	_____

Flooring	_____	_____
Light Fixtures	_____	_____
Windows & Screens	_____	_____
Widow Latches	_____	_____
Plugs & Switches	_____	_____
Closet Shelves & Rods	_____	_____
Cabinets	_____	_____
Other	_____	_____

**D. Living Room**

**Move-In Comments**

**Move-Out Comments**

Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____
Doors & Door Stops	_____	_____
Door Locks & Knobs	_____	_____
Flooring	_____	_____
Lights & Ceiling Fans	_____	_____
Windows & Screens	_____	_____
Widow Latches	_____	_____
Drapes/Blinds/Shutters	_____	_____
Plugs & Switches	_____	_____
Closet Shelves & Rods	_____	_____
Cabinets	_____	_____
Fireplace	_____	_____
Other	_____	_____

**E. Dining Room**

**Move-In Comments**

**Move-Out Comments**

Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____
Doors & Door Stops	_____	_____
Door Locks & Knobs	_____	_____
Flooring	_____	_____
Lights & Ceiling Fans	_____	_____
Windows & Screens	_____	_____
Widow Latches	_____	_____
Drapes/Blinds/Shutters	_____	_____
Plugs & Switches	_____	_____
Closet Shelves & Rods	_____	_____
Cabinets	_____	_____
Other	_____	_____

**F. Kitchen & Breakfast**

**Move-In Comments**

**Move-Out Comments**

Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____
Doors & Door Stops	_____	_____
Door Locks & Knobs	_____	_____
Flooring	_____	_____
Lights & Ceiling Fans	_____	_____
Windows & Screens	_____	_____
Widow Latches	_____	_____
Drapes/Blinds/Shutters	_____	_____
Plugs & Switches	_____	_____
Pantry & Shelves	_____	_____
Cabinets & Handles	_____	_____
Drawers & Handles	_____	_____
Countertops	_____	_____

Range	_____	_____
Oven	_____	_____
Racks	_____	_____
Knobs	_____	_____
Broiler	_____	_____
Vent Hood	_____	_____
Light & Fan	_____	_____
Filter	_____	_____
Garbage Disposer	_____	_____
Sink & Faucet	_____	_____
Dishwasher	_____	_____
Silver Basket	_____	_____
Soap Dispenser	_____	_____
Racks	_____	_____
Refrigerator	_____	_____
Ice Trays	_____	_____
Shelves & Drawers	_____	_____
Butter Tray	_____	_____
Light & Bulb	_____	_____
Other	_____	_____

**G. Halls**

**Move-In Comments**

**Move-Out Comments**

Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____
Doors & Door Stops	_____	_____
Door Locks & Knobs	_____	_____
Flooring	_____	_____
Light Fixtures	_____	_____
Plugs & Switches	_____	_____
Closet Shelves & Rods	_____	_____
Cabinets	_____	_____
Other	_____	_____

**H. Family Room**

**Move-In Comments**

**Move-Out Comments**

Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____
Doors & Door Stops	_____	_____
Door Locks & Knobs	_____	_____
Flooring	_____	_____
Lights & Ceiling Fans	_____	_____
Windows & Screens	_____	_____
Widow Latches	_____	_____
Drapes/Blinds/Shutters	_____	_____
Plugs & Switches	_____	_____
Closet Shelves & Rods	_____	_____
Cabinets	_____	_____
Fireplace Other	_____	_____

**I. Master Bedroom (1)**

**Move-In Comments**

**Move-Out Comments**

Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____
Doors & Door Stops	_____	_____
Door Locks & Knobs	_____	_____
Flooring	_____	_____
Lights & Ceiling Fans	_____	_____

Windows & Screens	_____	_____
Widow Latches	_____	_____
Drapes/Blinds/Shutters	_____	_____
Plugs & Switches	_____	_____
Closet Shelves & Rods	_____	_____
Cabinets	_____	_____
Other	_____	_____

**J. Master Bathroom (1)**

**Move-In Comments**

**Move-Out Comments**

Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____
Doors & Door Stops	_____	_____
Door Locks & Knobs	_____	_____
Flooring	_____	_____
Light Fixtures	_____	_____
Windows & Screens	_____	_____
Widow Latches	_____	_____
Drapes/Blinds/Shutters	_____	_____
Plugs & Switches	_____	_____
Closet Shelves & Rods	_____	_____
Cabinets & Handles	_____	_____
Countertops	_____	_____
Sinks & Faucets	_____	_____
Tub/Shower & Faucets	_____	_____
Toilet	_____	_____
Heaters/Exhaust Fans	_____	_____
Towel Fixtures	_____	_____
Other	_____	_____

**K. Bedroom (2)**

**Move-In Comments**

**Move-Out Comments**

Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____
Doors & Door Stops	_____	_____
Door Locks & Knobs	_____	_____
Flooring	_____	_____
Lights & Ceiling Fans	_____	_____
Windows & Screens	_____	_____
Widow Latches	_____	_____
Drapes/Blinds/Shutters	_____	_____
Plugs & Switches	_____	_____
Closet Shelves & Rods	_____	_____
Cabinets	_____	_____
Other	_____	_____

**L. Bedroom (3)**

**Move-In Comments**

**Move-Out Comments**

Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____
Doors & Door Stops	_____	_____
Door Locks & Knobs	_____	_____
Flooring	_____	_____
Lights & Ceiling Fans	_____	_____
Windows & Screens	_____	_____
Widow Latches	_____	_____
Drapes/Blinds/Shutters	_____	_____
Plugs & Switches	_____	_____

Closet Shelves & Rods \_\_\_\_\_  
Cabinets \_\_\_\_\_  
Other \_\_\_\_\_

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**M. Bedroom (4)**

**Move-In Comments**

**Move-Out Comments**

Ceiling & Walls \_\_\_\_\_  
Paint & Wallpaper \_\_\_\_\_  
Doors & Door Stops \_\_\_\_\_  
Door Locks & Knobs \_\_\_\_\_  
Flooring \_\_\_\_\_  
Lights & Ceiling Fans \_\_\_\_\_  
Windows & Screens \_\_\_\_\_  
Widow Latches \_\_\_\_\_  
Drapes/Blinds/Shutters \_\_\_\_\_  
Plugs & Switches \_\_\_\_\_  
Closet Shelves & Rods \_\_\_\_\_  
Cabinets \_\_\_\_\_  
Other \_\_\_\_\_

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**N. Bathroom (2)**

**Move-In Comments**

**Move-Out Comments**

Ceiling & Walls \_\_\_\_\_  
Paint & Wallpaper \_\_\_\_\_  
Doors & Door Stops \_\_\_\_\_  
Door Locks & Knobs \_\_\_\_\_  
Flooring \_\_\_\_\_  
Light Fixtures \_\_\_\_\_  
Windows & Screens \_\_\_\_\_  
Widow Latches \_\_\_\_\_  
Drapes/Blinds/Shutters \_\_\_\_\_  
Plugs & Switches \_\_\_\_\_  
Closet Shelves & Rods \_\_\_\_\_  
Cabinets & Handles \_\_\_\_\_  
Countertops \_\_\_\_\_  
Sinks & Faucets \_\_\_\_\_  
Tub/Shower & Faucets \_\_\_\_\_  
Toilet \_\_\_\_\_  
Heaters/Exhaust Fans \_\_\_\_\_  
Towel Fixtures \_\_\_\_\_  
Other \_\_\_\_\_

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**N. Bathroom (3)**

**Move-In Comments**

**Move-Out Comments**

Ceiling & Walls \_\_\_\_\_  
Paint & Wallpaper \_\_\_\_\_  
Doors & Door Stops \_\_\_\_\_  
Door Locks & Knobs \_\_\_\_\_  
Flooring \_\_\_\_\_  
Light Fixtures \_\_\_\_\_  
Windows & Screens \_\_\_\_\_  
Widow Latches \_\_\_\_\_  
Drapes/Blinds/Shutters \_\_\_\_\_  
Plugs & Switches \_\_\_\_\_  
Closet Shelves & Rods \_\_\_\_\_  
Cabinets & Handles \_\_\_\_\_  
Countertops \_\_\_\_\_  
Sinks & Faucets \_\_\_\_\_

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