

Welcome home! Before you crack open that beer and relax, take a look around. When you move out, you'll be responsible for the condition of this home, including any unusual wear and tear and any damage, unless it's been listed here. Feel free to make notes on any deficiencies you see, and use the back of this page for extra space. Note whether the paint job is properly done and the unit is properly cleaned. We want to return your entire security deposit. We will do so promptly and cheerfully if the apartment is returned to us in the same condition it was in when you originally rented it. Thanks for taking the time to do this.

**Date:** \_\_\_\_\_ **Name(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Keys Received:**

Apartment Keys # \_\_\_\_\_ Common Area Keys # \_\_\_\_\_ Garage Door Opener # \_\_\_\_\_

**Basic Inventory & Condition Of Home Upon Move-in:**

Please mark the following with: **A** (Acceptable) **D** (Deficient) or **N/A** (Not Applicable). If something is damaged, there is room below to comment on particulars.

**GENERAL ITEMS**

Walls _____	Doors/Trim/Woodwork _____
Windows _____	Knobs/Locks _____
Screens _____	Electrical Outlets _____
Window Coverings _____	Fireplace/Equipment _____
Tile Floors _____	Plumbing _____
Wood Floors _____	Heating/Thermostat _____
Carpeted Floors _____	Electricity _____
Linoleum _____	Hot Water _____
Light Fixtures _____	_____

**KITCHEN**

Stove/Range _____
Broiler Pans/Racks # _____
Refrigerator _____
Ice Trays # _____
Disposal _____
Dishwasher _____
Counter Tops _____
Cabinets _____
Sink _____

**BATHROOM**

Towel Bars # _____
Sink/Vanity _____
Toilet _____
Tub/Shower _____
Shower Rod _____
TP Holder _____
TP Storage _____
Soap Dish _____
Mirror/Medicine Cabinet _____

**SMOKE DETECTORS/FIRE EXTINGUISHERS**

This unit is furnished with \_\_\_\_ smoke detectors, which are \_\_\_\_\_ electric \_\_\_\_\_ battery powered. These alarms have been tested and work to my satisfaction. I have received instructions on the proper use of the smoke alarm.

This unit is furnished with \_\_\_\_ fire extinguisher(s). I agree to keep this/these extinguisher(s) accessible at all times and to check its level of charge regularly. If a gauge indicates a low charge, I will contact the landlord/agent for a replacement extinguisher.

**Everything is clean and in good repair except:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I accept the unit in the above condition:**

**Renter Signature(s)** \_\_\_\_\_ **Date** \_\_\_\_\_

**EMERGENCY CONTACT**

**Name** \_\_\_\_\_ **Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**RENTERS INSURANCE**

As a part of my agreement to rent or lease the premises, I have agreed I will obtain and maintain a renters insurance policy.

**Insurance Company** \_\_\_\_\_ **Policy #** \_\_\_\_\_

**Agent** \_\_\_\_\_ **Phone #** \_\_\_\_\_

If I do not have renters insurance at the time I move into the property, I agree to obtain a policy and provide the above information to my landlord/agent within 30 days of my move-in date. I will keep this policy current during my entire tenancy and notify my landlord/agent of any changes to the policy or insurer.

**Renter Signature(s)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Renter Signature(s)** \_\_\_\_\_ **Date** \_\_\_\_\_