

INVENTORY LIST

Address of Rental Unit named in lease attached hereto:

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This form is to be **COMPLETED AND TURNED IN TO THE DESIGNATED OWNER OR AGENT WITHIN 72 HOURS AFTER CHECK-IN**. Describe condition of each item below.

Indicate number of individual items present in unit ( ). Line through any item not applicable and write condition of others. Circle items where damage is indicated.

<u>ITEM</u>	<u>CHECK-IN</u>	<u>CHECK-OUT</u>	<u>VALUE/ DAMAGE CLAIM</u>
<b><u>KITCHEN</u></b>			
1. Fire Extinguisher	_____	_____	_____
2. Cabinets	_____	_____	_____
3. Sink	_____	_____	_____
4. Stove	_____	_____	_____
5. Refrigerator	_____	_____	_____
6. Table & Chairs	_____	_____	_____
7. Light Fixtures	_____	_____	_____
8. Walls & Ceiling	_____	_____	_____
9. Curtains/shades	_____	_____	_____
10. Window Locks	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
<b><u>LIVING ROOM</u></b>			
1. Couch ( )	_____	_____	_____
2. Chairs ( )	_____	_____	_____
3. End Tables ( )	_____	_____	_____
4. Lamps ( )	_____	_____	_____
5. Carpet	_____	_____	_____

- |                    |       |       |       |
|--------------------|-------|-------|-------|
| 6. Floors          | _____ | _____ | _____ |
| 7. Walls           | _____ | _____ | _____ |
| 8. Ceiling         | _____ | _____ | _____ |
| 9. Curtains/shades | _____ | _____ | _____ |
| 10. Window locks   | _____ | _____ | _____ |
| 11. _____          | _____ | _____ | _____ |
| 12. _____          | _____ | _____ | _____ |

**BEDROOM**

- |                     |       |       |       |
|---------------------|-------|-------|-------|
| 1. Lamps ( )        | _____ | _____ | _____ |
| 2. Desks ( )        | _____ | _____ | _____ |
| 3. Chairs ( )       | _____ | _____ | _____ |
| 4. Beds ( )         | _____ | _____ | _____ |
| 5. Mattresses ( )   | _____ | _____ | _____ |
| 6. Curtains ( )     | _____ | _____ | _____ |
| 7. & rods ( )       | _____ | _____ | _____ |
| 8. Shades ( )       | _____ | _____ | _____ |
| 9. Lt. Fixtures ( ) | _____ | _____ | _____ |
| 10. Window locks    | _____ | _____ | _____ |
| 11. _____           | _____ | _____ | _____ |
| 12. _____           | _____ | _____ | _____ |

**BATHROOM**

- |                             |       |       |       |
|-----------------------------|-------|-------|-------|
| 1. Sink                     | _____ | _____ | _____ |
| 2. Bathtub                  | _____ | _____ | _____ |
| 3. Shower Curtain           | _____ | _____ | _____ |
| 4. Shower Rod               | _____ | _____ | _____ |
| 5. Cabinet                  | _____ | _____ | _____ |
| 6. Mirror                   | _____ | _____ | _____ |
| 7. Wall & tile              | _____ | _____ | _____ |
| <b>(Bathroom continued)</b> |       |       |       |
| 8. Shades ( )               | _____ | _____ | _____ |
| 9. Stool & seat             | _____ | _____ | _____ |
| 10. Walls                   | _____ | _____ | _____ |

- 11. Window locks \_\_\_\_\_
- 12. \_\_\_\_\_
- 13. \_\_\_\_\_

**GENERAL**

- 1. Curtains ( ) \_\_\_\_\_
- 2. & rods ( ) \_\_\_\_\_
- 3. Window Panes ( ) \_\_\_\_\_
- 4. Screens ( ) \_\_\_\_\_
- 5. Carpet \_\_\_\_\_
- 6. Ceiling \_\_\_\_\_
- 7. Floors \_\_\_\_\_
- 8. Doors:
  - Front Exterior:
    - Condition \_\_\_\_\_
    - Locks \_\_\_\_\_
- 9. Doors:
  - Front Interior:
    - Condition \_\_\_\_\_
    - Locks \_\_\_\_\_
- 10. Doors:
  - Back Exterior:
    - Condition \_\_\_\_\_
    - Locks \_\_\_\_\_
- 11. Doors:
  - Back Interior:
    - Condition \_\_\_\_\_
    - Locks \_\_\_\_\_
- 12. Door frames/jams
  - Front \_\_\_\_\_
  - Back \_\_\_\_\_
- 12. \_\_\_\_\_
- 13. \_\_\_\_\_
- 14. \_\_\_\_\_

During my occupancy, I understand that I am responsible for the condition of this facility excepting reasonable wear and tear, fire, thefts not due to my negligence, and Acts of God.

Damages assessed MUST BE IN WRITING and will be prorated amongst the tenants in cases of multiple units. Any money for damage is to be taken from tenants' damage deposit only.

CHECK-IN DATE: \_\_\_\_\_

CHECK-OUT DATE: \_\_\_\_\_

\_\_\_\_\_  
LESSOR (or authorized agent acting for Lessor)

\_\_\_\_\_  
LESSEE

\_\_\_\_\_  
LESSEE

\_\_\_\_\_  
LESSEE

\_\_\_\_\_  
LESSEE