INVENTORY AND CONDITION FORM

(Becomes Part of Lease Agreement)

www.caahq.com

NAME _____ DATE _____

ADDRESS _____ PHONE # _____

It is a routine procedure for our maintenance crew to inspect an apartment prior to move-in and repair or replace items where necessary. Occasionally, an item is overlooked in the process. Sometimes there are damages (i.e., scratches on appliances, chips on counter tops, cracks in the tub or sink, etc) already there when you move in that have not been repaired or replaced. Obviously, you do not wish to be held responsible for such items. For your protection, please check any damages or repairs to be done in the spaces provided below and return this document to the rental office within seven (7) days of your move-in date.

Exterior *Note Condition*	OK
Locks/Mailbox-Entry-Hallway	
Doors	
Patio	
Garage	
Living Room/Dining Room	
Walls/Ceiling	
Carpet	
Doors	
Windows/Screens	
Drapery Rods/ Blinds/Drapes	
Electrical	
Hardware	
Woodwork	
Kitchen	
Walls/Ceiling	
Floor	
Doors	
Windows/Screens	
Electrical	
Cabinets	
Disposal	
Dishwasher	
Refrigerator	
Range	
Hardware	
Plumbing	
Drapery Rods	
Range Hood	
Woodwork	
Counter Tops	
Half-Bath	
Walls/Ceilings	
Floor	
Doors	
Electrical	
Sink/Faucets/Commode	
Vanity	
Hardware	
Caulking	
Woodwork	
Towel Bars	
Windows/Screens	
Full Bath #1	
Walls/Ceilings	
Floor	
Doors	
Electrical	
Faucets/Commode/Shower	
Tub/Recess	
Vanity	
Hardware	
Caulking	
Towel Bars	
Window Screens	
Move In ☐ Move Out ☐	

Full Bath #2 *Note Condition*	OK
Walls/Ceilings	
Floor	
Doors	
Electrical	
Faucet/Commode/Shower	
Tub/Recess	
Vanity	
Hardware	
Caulking	
Woodwork	
Towel Bars	
Window Screens	
Master Bedroom	
Walls/Ceiling	
Carpet	
Doors	
Windows/Screens	
Hardware	
Drapery Rods/Blinds/Drapes	
Woodwork	
Electrical	
Bedroom #2	
Walls/Ceiling	
Carpet	
Doors	
Windows/Screens	
Hardware	
Drapery Rods/Blinds/Drapes	
Woodwork	
Electrical	
Bedroom #3	
Walls/Ceiling	
Carpet	
Doors	
Windows/Screens	
Hardware	
Drapery Rods/Blinds/Drapes	
Woodwork	
Electrical	
Basement/Utility Room	
Walls/Ceiling	
Floors/Stairway	
Doors	
Electrical	
Furnace	
Water Heater	
Laundry Facilities	
Hardware	
Smoke Alarms	
We Agree as to the condition of this unit as stated above.	
_____ Resident Signature Date	
_____ Agent Signature Date	