

CONDITION OF PREMISES CHECKLIST

LANDLORD, TENANT AND PREMISES	
Landlord (Name, Address, Phone)	
Tenant(s) (Name(s))	
Premises Address	
Tenancy dates	START: _____ END: _____
Condition Codes:	✓ = Good; C = Clean; N = New or Like New; G = Good; F = Fair/Average; P = Poor; D = Damaged; S = Scratched; Dr = Dirty; St = Stained; N/A = Not Applicable

ENTRY	Code	Comment	Code	Comment
Drapes/Rods				
Flooring/Carpet				
Ceiling				
Walls and Trim				
Baseboards and Doors				
Lighting (Bulbs missing/b. out)				
Door/Windows/Screens				
Other				

KITCHEN	Code	Comment	Code	Comment
Range/Range Hood				
Oven				
Burner trays and lift top				
Clean outside/under				
Chips Scratches Dents				
Refrigerator/ Freezer				
Crisper/Shelves				
Clean inside/behind/under				
Chips Scratches Dents				
Cupboards and doors				
Countertops and sink /stopper				
Flooring (clean/tears/scratches)				
Ceiling (Clean/marks/grease)				
Walls and trim				
Lighting (Bulbs missing/b. out)				
Windows/Screens				
Other				

BATHROOM	Code	Comment	Code	Comment
Bathtub/Shower				
Caulking/ Stopper				
Chips				
Shower Curtain				
Toilet				
Sink/Vanity/Mirrors				
Stopper				
Chips Scratches Dents				
Electrical				
Lighting (Bulbs missing/b. out)				
Floor Covering				
Ceiling/Fan (Clean)				
Windows/Screens				
Other				

LIVING ROOM		MOVE-IN		MOVE-OUT	
	Code	Comment	Code	Comment	
Drapes/Rods					
Flooring/Carpet					
Ceiling					
Walls and Trim					
Electrical					
Lighting (Bulbs missing/b. out)					
Windows/Screens					
Other					
BEDROOM 1		MOVE-IN		MOVE-OUT	
	Code	Comment	Code	Comment	
Drapes/Rods					
Flooring/Carpet					
Ceiling					
Walls and Trim					
Baseboards and Doors					
Lighting (Bulbs missing/b. out)					
Windows/Screens					
Other					
BEDROOM 2		MOVE-IN		MOVE-OUT	
	Code	Comment	Code	Comment	
Drapes/Rods					
Flooring/Carpet					
Ceiling					
Walls and Trim					
Baseboards and Doors					
Lighting (Bulbs missing/b. out)					
Windows/Screens					
Other					
BEDROOM 3		MOVE-IN		MOVE-OUT	
	Code	Comment	Code	Comment	
Drapes/Rods					
Flooring/Carpet					
Ceiling					
Walls and Trim					
Baseboards and Doors					
Lighting (Bulbs missing/b. out)					
Windows/Screens					
Other					
BEDROOM 4		MOVE-IN		MOVE-OUT	
	Code	Comment	Code	Comment	
Drapes/Rods					
Flooring/Carpet					
Ceiling					
Walls and Trim					
Baseboards and Doors					
Lighting (Bulbs missing/b. out)					
Windows/Screens					
Other					
BASEMENT		MOVE-IN		MOVE-OUT	
	Code	Comment	Code	Comment	
Furnace/Filter					
Electrical/Fixtures					
Floor/Walls					
Laundry Room					
Lighting (Bulbs missing/b. out)					
Other					

HALL AND STAIRWELL		MOVE-IN		MOVE-OUT	
	Code	Comment	Code	Comment	
Doors/Closets					
Floor Covering(Hall/Stairs)					
Walls and Trim					
Other					
GARAGE		MOVE-IN		MOVE-OUT	
	Code	Comment	Code	Comment	
Overhead Doors					
Entry Doors					
Oil Spills					
Lighting (Bulbs missing/b. out)					
Exterior (Damages/Cleaning)					
Electrical					
Heating System					
Garage Door Openers					
Windows/Screens					
Other					
DECK		MOVE-IN		MOVE-OUT	
	Code	Comment	Code	Comment	
General Condition/Damage					
Grease Stains					
Garbage under					
Lighting					
Other					
YARD AND EXTERIOR		MOVE-IN		MOVE-OUT	
	Code	Comment	Code	Comment	
Lawn (dead spots, edge trim)					
Downspouts					
Mailbox					
Siding					
Fence					
Garbage/Recycling Cans					
Flowerbeds/shrubs					
Leaves/Snow Removal					
Other					
SHED/STORAGE		MOVE-IN		MOVE-OUT	
	Code	Comment	Code	Comment	
Condition					
Lock/Latch					
Siding/Exterior					
Interior Condition					
Other					
GENERAL		MOVE-IN		MOVE-OUT	
	Code	Comment	Code	Comment	
Windows/Screens/Doors					
Electrical					
Heat Registers					
Other					

MOVE-IN	COMMENTS	MOVE-OUT
Utility Readings:		Utility Readings:
Keys provided/returned:		

Dates and Signing	
Date of Move-In:	Date of Move-Out:
Date Checklist Completed:	Date Checklist Completed:
	Tenant's forwarding Address, Postal and Phone no: _____ _____ _____
	Phone: _____
Signatures Tenant: _____	Signatures Tenant: _____
Tenant: _____	Tenant: _____
Tenant: _____	Tenant: _____
Landlord: _____	Landlord: _____

SECURITY DEPOSIT AND CREDITS	
Total Security Deposit:	\$
Other Credits - Description:	\$
Total Security Deposit and other credits	(A)\$

DAMAGES CLAIMED/DAMAGES AGREED		
Description	Landlord's claim	Tenant agrees to
Overdue Rent	\$	\$
Less than 30 days notice	\$	\$
Cleaning	\$	\$
Damages	\$	\$
	\$	\$
	\$	\$
Other	\$	\$
Total:	(B)\$	(C)\$

DISPOSITION		
Total Security Deposit and Credits	(A)	\$
Subtract Amount claimed by Landlord	(B)	\$
Shortfall (if negative) or Excess returned to Tenant (if positive)**(A) – (B)		\$
Amount agreed by Tenant (Undisputed Amount)	(C)	\$
Amount NOT agreed to by Tenant (Disputed Amount) *	(B) – (C)	\$
Amount refunded to Tenant		\$

* If any amount of the damage deposit is disputed, or if the Tenant refuses to sign this form, the Landlord will make an application to the Rentalsman for a hearing to determine the disputed amount.

** If the Landlord is claiming a shortfall in addition to the damage deposit, then an application will be made to the Rentalsman for a judgment for the amount claimed. If unpaid, this will result in further legal action to collect the amount claimed.

DATE:	DATE:
LANDLORD SIGNATURE	TENANT SIGNATURE(S)

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