

MOVE-IN MOVE-OUT CONDITION & INVENTORY CHECKLIST

LANDLORDS OF IOWA, Inc.

The palest ink is better than the most retentive memory.---old Chinese proverb

Tenant _____ Unit Address _____

MOVE-IN	MOVE-OUT	CHARGES	KITCHEN
_____	_____	\$ _____	Blinds - Working, Unbroken, Clean
_____	_____	\$ _____	Cabinets/Cupboards - Shelves & Hardware- Clean & Empty - Inside, Outside
_____	_____	\$ _____	Counter Top - Clean, Undamaged
_____	_____	\$ _____	Curtain Rods/Curtains - Clean, Undamaged
_____	_____	\$ _____	Electrical: Fixtures/Bulbs/Switches/ Outlets/ Cover plates - Clean, Working
_____	_____	\$ _____	Floor: Waxed/Vacuumed/Stains/ Burns/Gum /Tears/Gouges
_____	_____	\$ _____	Refrigerator: Inside, Outside, Behind, Underneath - Clean, Freezer defrosted
_____	_____	\$ _____	Refrigerator: Brackets, Crispers, Door bars, Ice Cube Trays, Shelves -Clean, Undamaged
_____	_____	\$ _____	Sink: Backsplash, Strainer baskets, Faucets, Spray - Clean & Working, No drips
_____	_____	\$ _____	Sink - Drain/Plumbing under sink - Clean, Clear, Working, No drips nor leaks
_____	_____	\$ _____	Storage/ Closet/Pantry - Clean, Empty
_____	_____	\$ _____	Stove: Inside- Outside - Behind - Underneath - Clean, Working
_____	_____	\$ _____	Stove: Broiler, Burners. Exhaust hood & filter & fan, Oven - Clean, Working
_____	_____	\$ _____	Walls-Woodwork-Baseboards-Ceiling-Doors & Hardware - Clean
_____	_____	\$ _____	Windows: Glass, Storms, Screens, Sills, Ledges - Clean, Undamaged
_____	_____	\$ _____	Other _____

BATHROOM # 1	BATHROOM #2	CHARGES	
_____	_____	\$ _____	Blinds - Working, Unbroken, Clean
_____	_____	\$ _____	Curtain/Drapery Rods, Shades, hardware-Clean, Working
_____	_____	\$ _____	Curtains - Clean, Undamaged
_____	_____	\$ _____	Electrical: Fixture, Bulbs, Cover Plates, Outlets, Switches OK
_____	_____	\$ _____	Floor: Waxed,/Vacuumed No holes/stains/burns/ tears/gouges
_____	_____	\$ _____	Lavatory- Drain, Faucet, Stopper - Clean & Working
_____	_____	\$ _____	Mirror/Medicine Cabinet, Shelves - Clean Inside & Outside
_____	_____	\$ _____	Storage Cupboard & Hardware - Drawers - Clean
_____	_____	\$ _____	Toilet: Stool - Seat - Tank - Clean & Working
_____	_____	\$ _____	Toilet Paper Holder, Soap Dish, Tooth Brush Holder OK
_____	_____	\$ _____	Towel Bars - Rings - Robe Hook
_____	_____	\$ _____	Tub/Shower: Drains, Faucets, Shower Head - Clean, Working
_____	_____	\$ _____	Shower Door/Tracks/ Rod/Curtain/Rings - Clean, Working
_____	_____	\$ _____	Walls/ Woodwork/Baseboards/Ceiling/Doors/Hardware - Clean
_____	_____	\$ _____	Windows - Glass/Storms/Screens/Sills/Ledges - Clean
_____	_____	\$ _____	Other _____

LIVING ROOM	DINING ROOM	CHARGES	
_____	_____	\$ _____	Blinds - Working, Unbroken, Clean
_____	_____	\$ _____	Closet/Storage - Empty, Clean
_____	_____	\$ _____	Curtains/Drapery Rods/Shades/Hardware - Clean, Working
_____	_____	\$ _____	Ceiling fan/light - clean, working
_____	_____	\$ _____	Curtains - Draperies - Clean, Undamaged
_____	_____	\$ _____	Electrical: Fixtures, Bulbs, Cover plates, Outlets, Switches OK
_____	_____	\$ _____	Ceiling Fan - Light - Clean, Working
_____	_____	\$ _____	Floor: Vacuumed/ Waxed, No burns/holes/stains/tears/gouges
_____	_____	\$ _____	Telephone - TV - Hookups
_____	_____	\$ _____	Walls/Woodwork/Baseboards/Ceiling/Doors/Hardware - Clean
_____	_____	\$ _____	Windows - Glass/Storms/Screens/Sills/Ledges - Clean
_____	_____	\$ _____	Other _____

BEDROOM 1	BEDROOM 2	CHARGES	
_____	_____	\$ _____	Blinds - Working, Unbroken, Clean
_____	_____	\$ _____	Closet/Storage - Empty, Clean
_____	_____	\$ _____	Curtain/Drapery Rods/Shades/ - Hardware- Clean, Working
_____	_____	\$ _____	Curtains/Draperies - Clean, Undamaged
_____	_____	\$ _____	Electrical: Fixtures/Bulbs/Cover plates/Outlets/Switches OK
_____	_____	\$ _____	Floor: Waxed/Vacuumed, No burns/holes/stains/tears/gouges
_____	_____	\$ _____	Telephone/TV hookups
_____	_____	\$ _____	Walls/Woodwork/Baseboards/Ceiling/Doors/ Hardware - Clean
_____	_____	\$ _____	Windows - Glass/Storms/Screens/Sills/Ledges - Clean
_____	_____	\$ _____	Other _____

CODE:	CR=Cracked	HO=Hole	ST=Stained Rev.	Move-	
OK=OK	DA=Damaged	JP=Just Painted	99/10 BB	Out_____	Move-
BR=Broken	DY=Dirty	LB=Light Bulb	INITIALS	INITIALS	Out_____
BU=Burned	GO=Gouged		TENANT	LANDLORD	
CH=Chipped		MS=Missing	Move-In_____	Move-	
	GR=Greasy	TO=Torn		In_____	

MOVE-IN MOVE-OUT CONDITION & INVENTORY CHECKLIST

LANDLORDS OF IOWA, INC.

MOVE-IN	MOVE-OUT	CHARGES	<u>BASEMENT/ATTIC/GARAGEYARD</u>
_____	_____	\$ _____	Basement drain: clear, working, clean
_____	_____	\$ _____	Disposed of everything - Empty, clean
_____	_____	\$ _____	Doors -Storm Doors & Hardware
_____	_____	\$ _____	Electrical: Fixtures - Bulbs same wattage, working
_____	_____	\$ _____	Furnace - Working, Filter cleaned or changed, Clean
_____	_____	\$ _____	Steps/Stairway/Railing/Brackets - Clean, in good repair
_____	_____	\$ _____	Washer - Dryer Hookups - Undamaged, Working
_____	_____	\$ _____	Walls/ Ceiling/Rafters/Doors/Hardware/Floors - Clean, Undamaged
_____	_____	\$ _____	Water Heater - Clean, Working
_____	_____	\$ _____	Windows: Glass/Storms/Screens/Sills/Ledges - Clean, Undamaged
_____	_____	\$ _____	Other _____
<hr/>			
<u>ENTRANCES/PORCHES/HALLS/STAIRWAYS</u>			
_____	_____	\$ _____	Clean and all trash and debris disposed of
_____	_____	\$ _____	Curtain/Draperies Rods/Shades/Hardware - Working, Clean
_____	_____	\$ _____	Curtains/Draperies/Blinds - Clean, Undamaged
_____	_____	\$ _____	Electrical: - Fixtures, Bulbs same wattage - Working, Clean, Undamaged
_____	_____	\$ _____	Floors: Clean/Waxed/vacuumed No stains/burns/gum/tears/gouges
_____	_____	\$ _____	Steps - Stairs/Railings/Brackets - In good repair, Clean, Undamaged
_____	_____	\$ _____	Walls/Woodwork/Baseboards/Ceilings/Doors/Storm Doors/Hardware - Clean, Undamaged
_____	_____	\$ _____	Windows: Glass/Storms/Screens/Sills/Ledges - Clean & Undamaged
_____	_____	\$ _____	Other: _____

FURNISHED ITEMS NOT LISTED ELSEWHERE

_____	\$ _____	Air Conditioner: Brand _____ Model _____ Ser# _____	Clean/Undamaged/working
_____	\$ _____	Carbon Monoxide Det: Brand _____ Mod. _____ Ser# _____	Undam., Working
_____	\$ _____	Dehumidifier: Brand _____ Model _____	Clean - Undamaged -Working
_____	\$ _____	Disposal: Brand _____ Working - Wrench included	
_____	\$ _____	Dishwasher: Brand _____ Model _____ Ser# _____	Clean-Undamaged-Working
_____	\$ _____	Fireplace: Tools/Screen/Log basket/ Electric Log -	Clean, Undamaged
_____	\$ _____	Garage Door Opener - Brand _____ Model _____	Working
_____	\$ _____	Garbage Can # _____ Lid # _____ Brand _____ Color _____	
_____	\$ _____	Humidifier: Brand _____ Mod _____ Ser# _____	Clean-Undamaged-Working
_____	\$ _____	Keys: [quantity] _____ Front _____ Back _____ Basement _____ Side _____ Laundry _____ Garage	
_____	\$ _____	Lawnmower: Brand _____ Model _____ Ser# _____	Clean-Undam./Working
_____	\$ _____	Microwave/glass tray: Brand _____ Model _____ Ser# _____	Clean/Working
_____	\$ _____	Registers - Vents -	Clean, Undamaged
_____	\$ _____	Refrigerator: Brand _____ Model _____ Color _____ Ser# _____	Clean, OK
_____	\$ _____	# _____ Smoke Detector[s]: Batteries - Working	
_____	\$ _____	Stove: Brand _____ Model _____ Color _____ Ser# _____	Clean OK
_____	\$ _____	Thermostat: Brand _____ Model _____ Ser # _____	Undamaged - Working
_____	\$ _____	Washer - Brand _____ Color _____ Dryer - Brand _____ Color _____	Clean OK
_____	\$ _____	Other _____	
_____	\$ _____	Other _____	
_____	\$ _____	Other _____	

Tenant acknowledges that smoke detectors were tested in his/her presence and found to be in working order and that the operation was explained. Tenant agrees to test detectors at least every other week and to report any problems to the Landlord in writing. If the smoke detectors are battery operated, Tenant agrees to replace the batteries as necessary. Tenant also acknowledges that he/she has read this Inventory Checklist, agrees that the condition and contents of the dwelling unit are without exception as represented herein, understands that he/she is liable for any damage done to this dwelling as outlined in the Rental Agreement and Rules.

MOVE-IN: Signature of Tenant _____ Date _____

Signature of Landlord/Agent _____ Date _____

MOVE-OUT: Signature of Tenant _____ Date _____

Signature of Landlord/Agent _____ Date _____

Tenant's Forwarding Address _____ Phone _____

CODE:	CH=Chipped	DY=Dirty	HO=Hole	MS=Missing
OK=OK		GO=Gouged	JP=Just Painted	TO=Torn
BR=Broken	CR=Cracked		LB=Light Bulb	ST=Stained
BU=Burned	DA=Damaged	GR=Greasy		

MOVE-IN MOVE-OUT CONDITION & INVENTORY CHECKLIST

LANDLORDS OF IOWA, Inc. Checklist for Bedrooms Beyond two

Tenant _____ Unit Address _____

MOVE-IN MOVE-OUT CHARGES BEDROOM 3

_____	_____	\$ _____	Blinds - Working, Unbroken, Clean
_____	_____	\$ _____	Closet/Storage - Empty and Clean
_____	_____	\$ _____	Curtain/Drapery Rods/shades/Hardware - Clean, Working
_____	_____	\$ _____	Curtains/Draperies -Clean, Undamaged
_____	_____	\$ _____	Electrical: Fixtures/Bulbs/Cover plates/Outlets/Switches - Clean, Undamaged, OK
_____	_____	\$ _____	Floor: Waxed/Vacuumed. No burns/holes/stains, tears, gouges
_____	_____	\$ _____	Telephone/TV hookups
_____	_____	\$ _____	Walls/Woodwork/Baseboards/Ceiling/Doors & Hardware - Clean, Undamaged
_____	_____	\$ _____	Windows: Glass/Storms/Screens/Sills/Le - Clean & Unbroken. No holes, tears. OK
_____	_____	\$ _____	Other _____

BEDROOM 4

_____	_____	\$ _____	Blinds
_____	_____	\$ _____	Closet/ Storage - Clean
_____	_____	\$ _____	Curtain/Drapery Rods/Shades/Hardware - Clean, Working
_____	_____	\$ _____	Curtains/ Draperies - Clean, Undamaged
_____	_____	\$ _____	Electrical: Fixtures/Bulbs/Cover plates/Outlets/Switches-Clean, Undamaged, OK
_____	_____	\$ _____	Floor: Waxed/Vacuumed. No burns/holes/stains/tears/gouges
_____	_____	\$ _____	Telephone/TV hookups
_____	_____	\$ _____	Walls/Woodwork/Baseboards/Ceiling/Doors & Hardware - Clean, Undamaged
_____	_____	\$ _____	Windows: Glass/Storms/Screens/Sills/Ledges- Clean, Unbroken. No holes, tears. OK
_____	_____	\$ _____	Other _____

BEDROOM 5

_____	_____	\$ _____	Blinds
_____	_____	\$ _____	Closet/ Storage - Clean
_____	_____	\$ _____	Curtain/Drapery Rods/Shades/Hardware - Clean, Working
_____	_____	\$ _____	Curtains /Draperies - Clean, Undamaged
_____	_____	\$ _____	Electrical: Fixtures/ Bulbs/Cover plates/Outlets/Switches-Clean, Undamaged OK
_____	_____	\$ _____	Floor: Waxed/Vacuumed. No burns/holes/stairs/tears/gouges.
_____	_____	\$ _____	Telephone/TV - hookups
_____	_____	\$ _____	Walls/Woodwork/ Baseboards/Ceiling/Doors & Hardware - Clean & Working
_____	_____	\$ _____	Windows:- Glass/Storms/Screens/Sills/Ledges - Clean
_____	_____	\$ _____	Other _____

BEDROOM 6

_____	_____	\$ _____	Blinds: Working, Unbroken , And Clean
_____	_____	\$ _____	Closet/Storage - Empty, Clean
_____	_____	\$ _____	Curtains/Drapery Rods/Shades/Hardware - Clean, Working
_____	_____	\$ _____	Curtains/Draperies - Clean, Undamaged
_____	_____	\$ _____	Electrical: Fixtures/Bulbs/Cover plates/Outlets/Switches -Clean, Undamaged OK
_____	_____	\$ _____	Floor: Waxed/Vacuumed. No burns/ holes/stains/tears/gouges.
_____	_____	\$ _____	Telephone/TV - hookups
_____	_____	\$ _____	Walls/Woodwork/Baseboards/Ceiling/Doors & Hardware - Clean, Working
_____	_____	\$ _____	Other _____

MOVE-IN: Signature of Tenant _____ Date _____
 Signature of Landlord Agent _____ Date _____

MOVE-OUT: Signature of Tenant _____ Date _____
 Signature of Landlord/Agent _____ Date _____

CODE:

OK=OK	CR=Cracked	GR=Greasy	MS=Missing	
BR=Broken	DA=Damaged	HO=Hole	TO=Torn	Revised 99/10/10
BU=Burned	DY=Dirty	JP=Just Painted	ST=Stained	Barb Blow
CH=Chipped	GO=Gouged	LB=Light Bulb		