

# 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 _____

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

# MOVE-IN MOVE-OUT CONDITION & INVENTORY CHECKLIST

LANDLORDS OF IOWA, INC.

MOVE-IN	MOVE-OUT	CHARGES	
_____	_____	\$ _____	<b><u>BASEMENT/ATTIC/GARAGEYARD</u></b>
_____	_____	\$ _____	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 _____
_____	_____	\$ _____	<b><u>ENTRANCES/PORCHES/HALLS/STAIRWAYS</u></b>
_____	_____	\$ _____	Clean and all trash and debris disposed of
_____	_____	\$ _____	Curtain/Drapery 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: _____
_____	_____	\$ _____	<b><u>FURNISHED ITEMS NOT LISTED ELSEWHERE</u></b>
_____	_____	\$ _____	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 - Wronch 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:**

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

# 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/Lo - 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 / Draperie - 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 , 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

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