

Velie Realty, Established 2008
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Smart Real Estate Sales, Leasing, & Property Management



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Condition of Rental Property Checklist

MOVING IN: Tenants must complete this checklist within three days of moving in. Tenants & property manager must review the completed checklist together and both must sign this form. Each party keeps a copy of signed checklist.

MOVING OUT: Tenant & property manager uses this move-in checklist during the move out inspection and again when determining if any of the tenant's deposit will be retained for cleaning or repairs.

BE SPECIFIC and DETAILED when filling out the checklist.

Property Address _____

Tenant Completing Form: _____

Velie Realty Property Manager Name _____

2nd Tenant's Name: _____

3rd Tenant's Name: _____

Move-in Date: _____ **Move-Out Date:** _____

4th Tenant's Name: _____

ITEM	CONDITION ON ARRIVAL	CONDITION ON DEPARTURE
LIVING ROOM		
Floor or Floor Coverings		
Walls & Ceiling		
Door(s)		
Door Lock(s) & Hardware		
Lighting Fixture(s)		
Window(s) & Screen(s)		
Window Covering(s)		
Smoke Detector		
Fireplace		
Other		
KITCHEN		
Floor or Floor Coverings		
Walls & Ceiling		
Door(s)		
Door Lock(s) and Hardware		
Window(s) & Screen(s)		
Window Covering(s)		
Light Fixture(s)		
Cabinets		
Counters		
Stove/Oven/Range Hood		
Refrigerator		
Dishwasher		
Sink(s) & Plumbing		
Garbage Disposal		
Smoke Detector		
Other		

CONDITION OF RENTAL PROPERTY CHECKLIST CONTINUED

ITEM	CONDITION ON ARRIVAL	CONDITION ON DEPARTURE
DINING ROOM		
Floor & Floor Covering(s)		
Walls & Ceiling		
Light Fixture(s)		
Window(s) & Screen(s)		
Window Covering(s)		
Other		
BATHROOM #1		
Floors & Floor Covering(s)		
Walls & Ceilings		
Counters & Surfaces		
Window(s) & Screen(s)		
Window Covering(s)		
Sink & Plumbing		
Bathtub/Shower		
Toilet		
Light Fixture(s)		
Door(s)		
Door Lock(s) & Hardware(s)		
Other		
BATHROOM #2		
Floor & Floor Covering(s)		
Walls & Ceiling		
Counters & Surfaces		
Window(s) & Screen(s)		
Window Covering(s)		
Sink & Plumbing		
Bathtub/Shower		
Toilet		
Light Fixture(s)		
Door(s)		
Door Lock(s) & Hardware(s)		
Other		



CONDITION OF RENTAL PROPERTY CHECKLIST CONTINUED

ITEM	CONDITION ON ARRIVAL	CONDITION ON DEPARTURE
BEDROOM #1		
Floor & Floor Covering(s)		
Walls & Ceiling		
Window(s) & Screen(s)		
Window Covering(s)		
Closet(s), including doors & tracks		
Lighting Fixture(s)		
Smoke Detector		
Door(s)		
Door Lock(s) & Hardware		
Other		
BEDROOM #2		
Floor & Floor Covering(s)		
Walls & Ceiling		
Window(s) & Screen(s)		
Window Covering(s)		
Closet, including doors & tracks		
Lighting Fixtures		
Smoke Detector		
Door(s)		
Door Lock(s) & Hardware		
Other		
BEDROOM #3		
Floor & Floor Covering(s)		
Walls & Ceiling		
Window(s) & Screen(s)		
Window Covering(s)		
Closet, including doors & tracks		
Lighting Fixtures		
Smoke Detector		
Door(s)		
Door Lock(s) & Hardware		
Other		

CONDITION OF RENTAL PROPERTY CHECKLIST CONTINUED

ITEM	CONDITION ON ARRIVAL	CONDITION ON DEPARTURE
OTHER AREAS		
Heating System		
Air Conditioning		
Stair(s) & Hallway(s)		
Lawn(s) & Garden(s)		
Patio, Terrace, Deck, etc		
Parking Area(s)		
Other		
Other		
Other		
Other		
Other		
# of Keys Recieved:		

Tenants acknowledge that all smoke detectors are in working order, and that the testing procedure was explained to them.
 Tenants agree to test all detectors at least once a month and to report any problems to Landlord/Manager in writing.
 Tenants agree to replace all smoke detector batteries as necessary.

Comments: **All light bulbs must be working upon departure. You must note any NOT in working condition when you move in.**

MOVE-IN INSPECTION DATE: _____

MOVE-OUT INSPECTION DATE: _____

 Velie Realty Property Manager's Signature

 Velle Realty Property Manager's Signature

 Tenant Signature

 Tenant Signature

 Tenant Signature

 Tenant Signature

 Tenant Signature

 Tenant Signature

 Tenant Signature

 Tenant Signature

 Tenant Signature

 Tenant Signature