

RENTAL CHECKLIST

This rental checklist was produced by Off-Campus Student Services and is intended for use by both renters and landlords. Be sure to inspect the housing unit thoroughly and mark any damages or defaults that can be found. Proper inspection before signing a lease can ease the moving out process for all parties involved. After this sheet is filled out completely, have both the tenant(s) and the landlord sign the reverse side and distribute copies to all people involved. Also, make sketches or take pictures of the areas and attach to the form.

Living Area

General Cleanliness _____
Walls _____
Ceiling _____
Floor/Carpet _____
Baseboards _____
Windows/Screens _____
Electrical Outlets _____
Light Fixtures _____
Curtains/Rods/Blinds _____
Thermostat _____
Furniture _____
Other _____

Dining Area

General Cleanliness _____
Walls _____
Ceiling _____
Floor/Carpet _____
Baseboards _____
Windows/Screens _____
Electrical Outlets _____
Light Fixtures _____
Curtains/Rods/Blinds _____
Thermostat _____
Furniture _____
Other _____

Bathroom

General Cleanliness _____
Walls _____
Ceiling _____
Tub Faucet _____
Toilet and lid _____
Cabinet/Mirror/Shelves _____
Sink _____
Sink faucets _____

Plumbing _____
Bathtub/Shower _____
Floor/Tile _____
Baseboards _____
Window/Screen _____
Electrical Outlets _____
Light Fixtures _____
Curtains/Rods/Blinds _____
Exhaust Fan _____
Door _____
Other _____

Kitchen Area

General Cleanliness _____
Walls _____
Ceiling _____
Floor/Carpet _____
Baseboards _____
Windows/Screens _____
Electrical Outlets _____
Light Fixtures _____
Curtains/Rods/Blinds _____
Refrigerator exterior _____
Refrigerator interior _____
Refrig. temp. and light _____
Freezer temp. _____
Sink/Faucets _____
Disposal and Switch _____
Dishwasher _____
Stove hood/light/fan _____
Stove Burners/Knobs _____
Exhaust fan _____
Oven Interior/Broiler Pan _____
Countertops _____
Microwave _____
Fire Extinguisher _____
Cabinets/Drawers _____

This unit located at _____ has been inspected for damages and defaults by the tenant(s) and/or landlord. This document will be used as a reference at the end of the specified tenancy to rate the overall condition that the tenant(s) leave(s) the premises. Copies of this document should be kept on file by both the tenant(s) and the landlord. If any repairs need to be performed, it should be put in writing with a final date and signed by the tenant(s) and landlord. Any additional damages to be documented should be attached on a separate page.

Signed,

Tenant _____ Date _____

Tenant _____ Date _____

Tenant _____ Date _____

Landlord _____ Date _____