

Apartment Damage Checklist

Please list below any items which require cleaning or repairs. List also and existing damages to the unit, such as floor stains, even if no repairs are expected. Any amendments to this list must be submitted to the management in writing within five days from the date this check list is received from the management. If the management has not provided this list, the tenant should complete it and submit it to the management within 10 days after moving into the unit.

Move-In Agreement

Tenant's Name _____

Landlord's Name _____

Building Name _____

Address _____

Comments/discussion with landlord regarding the conditions of the unit at move-in:

Note any special features of the unit that are not permanent fixtures (i.e. washer, dryer, fireplace, furnishings, etc.)

Move-Out Agreement

We have inspected the apartment and have found everything in good order except as otherwise indicated. We also acknowledge that unit keys have been given to the tenant.

Tenant Signature: _____ Date: _____

Landlord Signature: : _____ Date: _____

Comments/discussion with landlord regarding the conditions of the unit at move-in:

Note any special features of the unit that are not permanent fixtures (i.e. washer, dryer, fireplace, furnishings, etc.)

We have inspected the apartment and have found everything in good order except as otherwise indicated. We also acknowledge that all unit keys have been returned to the landlord.

Tenant Signature: _____ Date: _____

Landlord Signature: : _____ Date: _____

Damage Checklist

Inspect the unit thoroughly and note any damage. You may even want to take dated pictures of damage. This is not a comprehensive list; you may choose to add more items to the checklist.

Entrance Door	Move-In Condition	Move-Out Condition
Peephole		
Deadbolt Lock		
Chain Lock		
Living Room/Dining Room		
Ceiling/Walls		
Floors		
Windows/Screens		
Blinds		
Electric Fixtures		
Kitchen		
Ceilings/Walls		
Floors		
Windows/Screens		
Electric Fixtures		
Cabinets/Shelves		
Drawers/Knobs		
Exhaust Fan		
Disposal		
Stove/ Oven		
Stove/Oven - shelves		
Stove/Oven - Broiler Pan		
Refrigerator		
Defrosted		
Freezer Door, Tray		
Ice Cube Trays (#)		
Light/Veg. Drawer		
Dishwasher		
Sink/Faucets/Stopper		
Countertop		
Bedroom(s)		
Ceiling/Walls		
Floors		
Windows/Screens		
Blinds		
Electric Fixtures		
Closet		
Clothes Rod		
Shelving/Door		
Bathrooms		
Ceilings/Walls		
Floors		
Windows/Screens		
Venetian Blinds		
Electric Fixtures		
Heat Lamp		
Exhaust Fan		
Medicine Cabinet		
Mirror/Shelves		
Linen Closet/Shelves		
Tub/Faucets/Stoppers		

