

# RENTAL UNIT CHECKLIST \* \* \*

Rev. 20-Jan-00

PROPERTY ADDRESS: \_\_\_\_\_

PROPERTY NO. \_\_\_\_\_

TENANT NAME: \_\_\_\_\_

DATE IN \_\_\_\_\_

DATE OUT \_\_\_\_\_

TENANT \_\_\_\_\_

TENANT \_\_\_\_\_  
(optional)

TENANT \_\_\_\_\_

TENANT \_\_\_\_\_  
(optional)

MANAGER \_\_\_\_\_

MANAGER \_\_\_\_\_

**RENTAL UNIT CHECKLIST \* \* \* KITCHEN**

PROPERTY NO. \_\_\_\_\_

Rev. 20-Jan-00

|                                      | IN    | OUT   |
|--------------------------------------|-------|-------|
| Sink                                 |       |       |
| clean                                | _____ | _____ |
| damage (cracks, chips, stains)       | _____ | _____ |
| leaky plumbing - above/below sink    | _____ | _____ |
| drains properly/disposal operates    | _____ | _____ |
| Stove                                |       |       |
| burners & clock work                 | _____ | _____ |
| damage - chips, stains, broken knobs | _____ | _____ |
| clean - including beneath burners    | _____ | _____ |
| Hood & vent                          |       |       |
| light & fan operate                  | _____ | _____ |
| clean, incl. filter                  | _____ | _____ |
| Oven/Broiler                         |       |       |
| door opens/closes properly           | _____ | _____ |
| interior light works                 | _____ | _____ |
| oven/broiler operates                | _____ | _____ |
| oven racks present & clean           | _____ | _____ |
| broiler pan present & clean          | _____ | _____ |
| interior & exterior clean            | _____ | _____ |
| Microwave                            |       |       |
| operates & clean                     | _____ | _____ |
| tray or turntable                    | _____ | _____ |
| Dishwasher                           |       |       |
| clean & undamaged                    | _____ | _____ |
| operates                             | _____ | _____ |
| Refrigerator                         |       |       |
| interior light works                 | _____ | _____ |
| interior & exterior clean            | _____ | _____ |
| freezer operates                     | _____ | _____ |
| ice trays                            | _____ | _____ |
| Floor                                |       |       |
| damage (including stains)            | _____ | _____ |
| clean                                | _____ | _____ |
| Cabinets (including pantry)          |       |       |
| interior & exterior clean            | _____ | _____ |
| damage/hardware o.k.                 | _____ | _____ |
| Counter tops                         |       |       |
| clean & undamaged                    | _____ | _____ |
| Ceiling fans & light fixtures        |       |       |
| good bulbs in all fixtures           | _____ | _____ |
| lights/fan operate                   | _____ | _____ |
| clean & undamaged                    | _____ | _____ |
| Walls & ceiling                      |       |       |
| clean                                | _____ | _____ |
| damage                               | _____ | _____ |
| paint                                | _____ | _____ |
| Doors                                |       |       |
| clean                                | _____ | _____ |
| damage                               | _____ | _____ |
| paint                                | _____ | _____ |
| stops                                | _____ | _____ |
| Window coverings                     |       |       |
| clean                                | _____ | _____ |
| damage                               | _____ | _____ |
| operate                              | _____ | _____ |

# RENTAL UNIT CHECKLIST \* \* \* BATHROOM \_\_\_\_\_ PROPERTY NO. \_\_\_\_\_

Rev. 20-Jan-00

|                                      | IN    | OUT   |
|--------------------------------------|-------|-------|
| Walls & ceiling                      |       |       |
| clean                                | _____ | _____ |
| damage                               | _____ | _____ |
| paint                                | _____ | _____ |
| Floor                                |       |       |
| clean                                | _____ | _____ |
| damage (including stains)            | _____ | _____ |
| Cabinets                             |       |       |
| clean inside & out                   | _____ | _____ |
| damage/hardware o.k.                 | _____ | _____ |
| counter top condition                | _____ | _____ |
| Mirrors                              |       |       |
| clean                                | _____ | _____ |
| damage                               | _____ | _____ |
| Wash basins                          |       |       |
| clean                                | _____ | _____ |
| damage (including stains)            | _____ | _____ |
| leaky plumbing - above or below sink | _____ | _____ |
| drains properly                      | _____ | _____ |
| Tub/Shower                           |       |       |
| clean                                | _____ | _____ |
| damage (including stains)            | _____ | _____ |
| leaky plumbing                       | _____ | _____ |
| grouting & caulking                  | _____ | _____ |
| tub/shower valve operates            | _____ | _____ |
| drains properly                      | _____ | _____ |
| drain plug operates                  | _____ | _____ |
| shower doors or rod                  | _____ | _____ |
| Toilet                               |       |       |
| clean                                | _____ | _____ |
| damage (including stains)            | _____ | _____ |
| leaky plumbing                       | _____ | _____ |
| seat condition                       | _____ | _____ |
| Towel bars                           |       |       |
| loose or broken                      | _____ | _____ |
| Light fixtures                       |       |       |
| good bulbs in all fixtures           | _____ | _____ |
| light switches operate               | _____ | _____ |
| clean & undamaged                    | _____ | _____ |
| Fan                                  |       |       |
| low noise                            | _____ | _____ |
| clean                                | _____ | _____ |
| Window coverings                     |       |       |
| clean                                | _____ | _____ |
| damage (including stains)            | _____ | _____ |
| operates                             | _____ | _____ |
| Doors                                |       |       |
| clean                                | _____ | _____ |
| damage                               | _____ | _____ |
| paint                                | _____ | _____ |
| stops                                | _____ | _____ |
| _____                                | _____ | _____ |

**RENTAL UNIT CHECKLIST \* \* \* BEDROOM** \_\_\_\_\_ **PROPERTY NO.** \_\_\_\_\_

Rev. 20-Jan-00

|                               | IN    | OUT   |
|-------------------------------|-------|-------|
| Walls & ceiling               |       |       |
| clean                         | _____ | _____ |
| damage                        | _____ | _____ |
| paint                         | _____ | _____ |
| Floor                         |       |       |
| clean                         | _____ | _____ |
| damage (including stains)     | _____ | _____ |
| Closets                       |       |       |
| poles & shelves secure        | _____ | _____ |
| floor covering                | _____ | _____ |
| clean                         | _____ | _____ |
| damage                        | _____ | _____ |
| paint                         | _____ | _____ |
| doors o.k.                    | _____ | _____ |
| Ceiling fans & light fixtures |       |       |
| good bulbs in all fixtures    | _____ | _____ |
| light switches operate        | _____ | _____ |
| fan operates                  | _____ | _____ |
| clean & undamaged             | _____ | _____ |
| Window coverings              |       |       |
| clean                         | _____ | _____ |
| damage (including stains)     | _____ | _____ |
| operates                      | _____ | _____ |
| Doors                         |       |       |
| clean                         | _____ | _____ |
| damage                        | _____ | _____ |
| paint                         | _____ | _____ |
| stops                         | _____ | _____ |
| _____                         | _____ | _____ |
| _____                         | _____ | _____ |

**RENTAL UNIT CHECKLIST \* \* \* HALLS & ENTRY**

PROPERTY NO. \_\_\_\_\_

Rev. 20-Jan-00

|                               | IN    | OUT   |
|-------------------------------|-------|-------|
| Walls & ceiling               |       |       |
| clean                         | _____ | _____ |
| damage                        | _____ | _____ |
| paint                         | _____ | _____ |
| Floor                         |       |       |
| clean                         | _____ | _____ |
| damage (including stains)     | _____ | _____ |
| Closets                       |       |       |
| poles & shelves secure        | _____ | _____ |
| floor covering                | _____ | _____ |
| clean                         | _____ | _____ |
| damage                        | _____ | _____ |
| paint                         | _____ | _____ |
| doors o.k.                    | _____ | _____ |
| Ceiling fans & light fixtures |       |       |
| good bulbs in all fixtures    | _____ | _____ |
| light switches operate        | _____ | _____ |
| fan operates                  | _____ | _____ |
| clean & undamaged             | _____ | _____ |
| Doors                         |       |       |
| clean                         | _____ | _____ |
| damage                        | _____ | _____ |
| paint                         | _____ | _____ |
| stops                         | _____ | _____ |
| _____                         | _____ | _____ |
| _____                         | _____ | _____ |

**RENTAL UNIT CHECKLIST \* \* \* LIVING ROOM**

PROPERTY NO. \_\_\_\_\_

Rev. 20-Jan-00

|                               | IN    | OUT   |
|-------------------------------|-------|-------|
| Walls & ceiling               |       |       |
| clean                         | _____ | _____ |
| damage                        | _____ | _____ |
| paint                         | _____ | _____ |
| Floor                         |       |       |
| clean                         | _____ | _____ |
| damage (including stains)     | _____ | _____ |
| Closets                       |       |       |
| poles & shelves secure        | _____ | _____ |
| floor covering                | _____ | _____ |
| clean                         | _____ | _____ |
| damage                        | _____ | _____ |
| paint                         | _____ | _____ |
| doors o.k.                    | _____ | _____ |
| Ceiling fans & light fixtures |       |       |
| good bulbs in all fixtures    | _____ | _____ |
| light switches operate        | _____ | _____ |
| fan operates                  | _____ | _____ |
| clean & undamaged             | _____ | _____ |
| Doors                         |       |       |
| clean                         | _____ | _____ |
| damage                        | _____ | _____ |
| paint                         | _____ | _____ |
| stops                         | _____ | _____ |
| Window coverings              |       |       |
| clean                         | _____ | _____ |
| damage (including stains)     | _____ | _____ |
| operates                      | _____ | _____ |
| _____                         | _____ | _____ |
| _____                         | _____ | _____ |

**RENTAL UNIT CHECKLIST \* \* \* DINING ROOM/AR** PROPERTY NO. \_\_\_\_\_

Rev. 20-Jan-00

|                               | IN    | OUT   |
|-------------------------------|-------|-------|
| Walls & ceiling               |       |       |
| clean                         | _____ | _____ |
| damage                        | _____ | _____ |
| paint                         | _____ | _____ |
| Floor                         |       |       |
| clean                         | _____ | _____ |
| damage (including stains)     | _____ | _____ |
| Closets                       |       |       |
| poles & shelves secure        | _____ | _____ |
| floor covering                | _____ | _____ |
| clean                         | _____ | _____ |
| damage                        | _____ | _____ |
| paint                         | _____ | _____ |
| doors o.k.                    | _____ | _____ |
| Ceiling fans & light fixtures |       |       |
| good bulbs in all fixtures    | _____ | _____ |
| light switches operate        | _____ | _____ |
| fan operates                  | _____ | _____ |
| clean & undamaged             | _____ | _____ |
| Doors                         |       |       |
| clean                         | _____ | _____ |
| damage                        | _____ | _____ |
| paint                         | _____ | _____ |
| stops                         | _____ | _____ |
| Window coverings              |       |       |
| clean                         | _____ | _____ |
| damage (including stains)     | _____ | _____ |
| operates                      | _____ | _____ |
| _____                         | _____ | _____ |
| _____                         | _____ | _____ |

**RENTAL UNIT CHECKLIST \* \* \*** \_\_\_\_\_ **PROPERTY NO.** \_\_\_\_\_

Rev. 20-Jan-00

|                               | IN    | OUT   |
|-------------------------------|-------|-------|
| Walls & ceiling               |       |       |
| clean                         | _____ | _____ |
| damage                        | _____ | _____ |
| paint                         | _____ | _____ |
| Floor                         |       |       |
| clean                         | _____ | _____ |
| damage (including stains)     | _____ | _____ |
| Closets                       |       |       |
| poles & shelves secure        | _____ | _____ |
| clean                         | _____ | _____ |
| damage                        | _____ | _____ |
| paint                         | _____ | _____ |
| doors o.k.                    | _____ | _____ |
| Ceiling fans & light fixtures |       |       |
| good bulbs in all fixtures    | _____ | _____ |
| light switches operate        | _____ | _____ |
| fan operates                  | _____ | _____ |
| clean & undamaged             | _____ | _____ |
| Doors                         |       |       |
| clean                         | _____ | _____ |
| damage                        | _____ | _____ |
| paint                         | _____ | _____ |
| stops                         | _____ | _____ |
| Window coverings              |       |       |
| clean                         | _____ | _____ |
| damage (including stains)     | _____ | _____ |
| operates                      | _____ | _____ |
| _____                         | _____ | _____ |
| _____                         | _____ | _____ |



**RENTAL UNIT CHECKLIST \* \* \* OTHER 1**

PROPERTY NO. \_\_\_\_\_

Rev. 20-Jan-00

IN

OUT

**LAUNDRY ROOM/AREA**

clean  
damage  
paint  
doors  
knobs/locks  
light  
fan  
plumbing o.k.  
washer clean & operates  
dryer clean (incl.filter/vent)  
dryer operates

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**STORAGE ROOM**

clean  
damage  
paint  
doors  
knobs/locks  
light

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**MISCELLANEOUS****Heating & Air Conditioning**

operates  
filter clean  
vents clean

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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Water heater**

operates  
clean

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Windows throughout**

clean  
damage  
screens  
    number present  
    condition  
    clean

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**Exterior doors**

clean inside  
clean outside  
damage inside  
damage outside  
paint inside  
paint outside  
operate  
knobs/locks  
all have stops  
doorbell(s) operate

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**RENTAL UNIT CHECKLIST \* \* \* OTHER 2**

PROPERTY NO. \_\_\_\_\_

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**GARAGE/CARPORT****IN****OUT**

garage door opener  
number of opener controls  
controls operate  
door closes & is lockable  
clean

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**YARDS**

mowed  
edged  
holes filled in  
clean  
planting areas weeded  
trees & bushes trimmed

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**OTHER EXTERIOR AREAS**

patios/decks clean  
walks & drives clean  
oil/grease on parking areas  
fence condition  
gates condition  
hose bibs operate w/o leaks

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**MAILBOX KEYS**

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**POOL KEYS**

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**DOOR KEYS**

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**GARAGE DOOR REMOTES (OPERABLE)**

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**ADDITIONAL ITEMS/COMMENTS**

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