

Apartment Inventory

Rental Unit Address: _____ Apartment #: _____

Name of Tenant: _____

Address of Rental Property: _____

Phone Number: _____

The following inventory was conducted on _____ (date) and represents the actual condition of the rental property and its contents located at _____ (address) and owned by _____ of _____ .

Instructions: Note any items which are damaged or need repair. Be specific and honest in your comments. Indicate “not applicable” beside any items which do not apply to the premises being inventoried.

EXTERIOR OF BUILDING	CHECKED	COMMENTS
1. walls		
2. paint		
3. windows		
4. screens		
5. doors		
6. door locks		
7. roof		
8. rain gutters/ down spouts		
9. chimney		
10. porch		
11. steps		
12. railings		
13. light fixtures		
14. sidewalks		
15. fences		
16. trash receptacles		
17. garage		
18. other outdoor buildings		
19. off-street parking facilities		
20. lawn		
21. shrubs		
22. other items:		

HALLWAYS AND STAIRS**CHECKED****COMMENTS**

	CHECKED	COMMENTS
1. floors		
2. floor coverings		
3. ceiling		
4. light fixtures		
5. walls		
6. paint/wallpaper		
7. wall hangings		
8. windows		
9. curtains/drapes/shades		
10. electrical outlets/switches		
11. doors		
12. door hardware		
13. radiators/heating units		
14. steps		
15. railings		
16. fire extinguishers		
17. telephone		
18. furniture		
19. other items:		

DINING ROOM**CHECKED****COMMENTS**

	CHECKED	COMMENTS
1. floors		
2. floor coverings		
3. ceiling		
4. light fixtures		
5. walls		
6. paint/wallpaper		
7. wall hangings		
8. windows		
9. curtains/drapes/shades		
10. electrical outlets/switches		
11. doors		
12. door hardware		
13. radiators/heating units		
14. furniture:		
dining room table		
chairs		
china cupboard		
15. other items:		

KITCHEN**CHECKED****COMMENTS**

1. floors		
2. floor coverings		
3. ceiling		
4. light fixtures		
5. walls		
6. paint/wallpaper		
7. wall hangings		
8. windows		
9. curtains/drapes/shades		
10. electrical outlets/switches		
11. doors		
12. door hardware		
13. radiators/heating units		
14. sink/faucets		
15. storage closet		
16. garbage disposal unit		
17. fire extinguisher		
18. appliances:		
stove/oven		
refrigerator		
freezer		
dishwasher		
19. furniture:		
kitchen table		
chairs		
counters		
cabinets		
20. other items:		

LIVING ROOM**CHECKED****COMMENTS**

	CHECKED	COMMENTS
1. floors		
2. floor coverings		
3. ceiling		
4. light fixtures		
5. walls		
6. paint/wallpaper		
7. wall hangings		
8. windows		
9. curtains/drapes/shades		
10. electrical outlets/switches		
11. doors		
12. door hardware		
13. radiators/heating units		
14. fireplace		
15. telephone		
16. furniture:		
sofa(s)		
chair(s)		
table(s)		
lamp(s)		
17. other items:		

BEDROOM(S)**CHECKED****COMMENTS**

	CHECKED	COMMENTS
1. floors		
2. floor coverings		
3. ceiling		
4. light fixtures		
5. walls		
6. paint/wallpaper		
7. windows		
8. curtains/drapes/shades		
9. electrical outlets/switches		
10. doors		
11. door hardware		
12. radiators/heating units		
13. clothes closet		
14. furniture:		
bed/mattress		
chest of drawers		
desk		
desk chair		
bookcase/shelves		
15. other items:		

BATHROOM**CHECKED****COMMENTS**

	CHECKED	COMMENTS
1. floors		
2. floor coverings		
3. ceiling		
4. light fixtures		
5. walls		
6. paint/wallpaper		
7. windows		
8. curtains/drapes/shades		
9. electrical outlets/switches		
10. doors		
11. door hardware		
12. radiators/heating units		
13. cabinets/medicine chest		
14. mirror		
15. linen closet		
16. towel racks		
17. exhaust fan		
18. sink/faucets		
19. bathtub/faucets		
20. shower/shower curtain		
21. toilet		
22. other items:		

ATTIC**CHECKED****COMMENTS**

	CHECKED	COMMENTS
1. flooring		
2. roof		
3. light fixtures		
4. walls		
5. windows		
6. storage areas		
7. electrical outlets/switches		
8. chimney		
9. access stairs/ladder		
10. insulation		
11. other items:		

BASEMENT	CHECKED	COMMENTS
1. floors		
2. floor coverings		
3. ceiling		
4. light fixtures		
5. walls		
6. paint/wallpaper		
7. wall hangings		
8. windows		
9. curtains/drapes/shades		
10. electrical outlets/switches		
11. doors		
12. door hardware		
13. radiators/heating units		
14. support columns		
15. appliances:		
washing machine		
clothes dryer		
dehumidifier		
hot water heater		
water softener		
16. furnace		
17. sump pump		
18. master electrical circuit box		
19. storage areas		
20. other items:		

OTHER ROOMS

When completed, send one copy of this inventory to landlord along with cover letter of explanation (via certified mail, receipt requested). Tenant should keep copies of inventory and cover letter in a secure place for future reference. Inventories should be conducted at the beginning and the end of a tenant's rental period.

