

## Apartment Damage Checklist

Please list below any items which require cleaning or repairs. List also any 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 checklist 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		
<b>Living Room/Dining Room</b>		
Ceiling/Walls		
Floors		
Windows/Screens		
Blinds		
Electric Fixtures		
<b>Kitchen</b>		
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		
<b>Bedroom(s)</b>		
Ceiling/Walls		
Floors		
Windows/Screens		
Blinds		
Electric Fixtures		
Closet		
Clothes Rod		
Shelving/Door		
<b>Bathrooms</b>		
Ceilings/Walls		
Floors		
Windows/Screens		
Venetian Blinds		
Electric Fixtures		
Heat Lamp		
Exhaust Fan		
Medicine Cabinet		
Mirror/Shelves		
Linen Closet/Shelves		
Tub/Faucets/Stoppers		

