

A1 PROFESSIONAL MOVERS

Inventory Checklist

This inventory form is for your protection and serves as a written record of the condition of the apartment upon your arrival. You should fill it out as soon as you move in, and if possible have the apartment manager go over and sign it as well. If your manager will not sign this form, make a copy of it and mail it to him/her for their records. Make sure to keep the original in case any discrepancies arise. In completing the form, be specific and check carefully. Among the things you should look for are dust, grease, stains, burns, damages and wear. Additions to this list may be made as necessary. Attach additional paper if more space is needed, but remember to include a copy for both parties. Cross out items that do not apply.

Apartment Name and Address: _____
 _____ Unit No _____

KITCHEN ITEMS	QUANTITY	CONDITION ON ARRIVAL	*CONDITION UP ON DEPARTURE
Refrigerator			
Cupboards/Breadboards			
Floor Covering			
Walls and Ceiling			
Counter Surfaces			
Stove & Oven			
Sink & Garbage Disposal			
Tables & Chairs			
Windows (draperies)			
Doors, including Hardware			
Light Fixtures			
Other			

Reasonable wear and tear means gradual deterioration resulting from the use, lapse of time, and the operation of the elements, in spite of tenant's care.

LIVING ROOM	QUANTITY	CONDITION ON ARRIVAL	*CONDITION UPON DEPARTURE
Floor Covering			
Walls & Ceiling			
Tables & Chairs			
Sofa			
Windows (draperies)			
Doors, including hardware			
Light Fixtures			
Lamp(s)			

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BATHROOM	QUANTITY	CONDITION ON ARRIVAL	*CONDITION UPON DEPARTURE
Floor Covering			
Walls & Ceiling			
Shower & Tub			
Toilet/Tissue Holder			
Plumbing Fixtures			
Window/Drapes			
Doors, including hardware			
Light Fixtures			
Mirror			
Sink			
Cabinets			
Towel Racks			
Water (hot/pressure)			

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BEDROOM	QUANTITY	CONDITION ON ARRIVAL	*CONDITION UPON DEPARTURE
Floor Covering			
Walls & Ceiling			
Closet Doors & Tracks			
Desks & Chairs			
Windows/Drapes			
Light Fixtures			
Book Shelves			
Night Stand/Table			
Other			

* Reasonable wear and tear means gradual deterioration resulting from the use, lapse of time, and the operation of the elements, in spite of tenant's care.

HALLWAYS OR OTHER AREAS	QUANTITY	CONDITION ON ARRIVAL	*CONDITION UPON DEPARTURE
Floor Covering			
Walls & Ceiling			
Closet Doors & Tracks			
Light Fixtures			
Heater (filter, heat working)			
Patio, Deck, Yard			
Doorbell/Knocker			
Screen Door (s)			
Outside Light (s)			
Ext. Doors (deadbolt required)			
Other			

* Reasonable wear and tear means gradual deterioration resulting from the use, lapse of time, and the operation of the elements, in spite of tenant's care.

Beginning Inventory Date: _____ End Term Inspection Date: _____

Signature of Tenant: _____ Signature of Tenant: _____

Signature of Subtenant: _____ Signature of Subtenant: _____

Signature of Landlord: _____ Signature of Landlord: _____