

MOVE-IN CHECKSHEET CONDITION & INVENTORY LANDLORDS OF IOWA

The palest ink is better than the most retentive memory.—old Chinese proverb

MOVE-IN _____ MOVE-OUT _____ CHARGES _____ TENANT _____ UNIT _____

KITCHEN

_____	_____	\$ _____	1. Cabinets/Cupboards - Shelves & Hardware - Clean & Empty - Inside, Outside
_____	_____	\$ _____	2. Counter Top - Clean
_____	_____	\$ _____	3. Curtain Rods
_____	_____	\$ _____	4. Curtains
_____	_____	\$ _____	5. Electrical: Fixtures - Bulbs
_____	_____	\$ _____	6. Switches - Outlets - Cover Plates
_____	_____	\$ _____	7. Floor: Carpet - Hardwood - Vinyl Clean & Waxed/ Stains - Burns - Gum - Tears - Gouges
_____	_____	\$ _____	8. Refrigerator: Clean Inside, Outside, Behind, Underneath/ Shelves/ Brackets/ Crispers/ Ice Cube Trays
_____	_____	\$ _____	9. Sink: Faucets - Baskets - Spray - Clean & Working
_____	_____	\$ _____	10. Drain - Clear & Working
_____	_____	\$ _____	11. Storage: Closet - Pantry - Clean
_____	_____	\$ _____	12. Stove: Clean - Inside - Outside - Behind - Underneath /Burners/ Oven/ Racks / Broiler/ Broiler Pan
_____	_____	\$ _____	13. Exhaust Hood: Filter - Fan - Clean & Working
_____	_____	\$ _____	14. Walls-Woodwork-Baseboards-Ceiling-Doors & Hardware - Clean
_____	_____	\$ _____	15. Windows: Glass - Storms - Screens - Sills- Ledges - Clean
_____	_____	\$ _____	16. OTHER _____

BATH # 1

OUT

BATH #2

OUT

CHARGES

_____	_____	_____	_____	\$ _____	1. Curtain Rods
_____	_____	_____	_____	\$ _____	2. Curtains/ Drapes
_____	_____	_____	_____	\$ _____	3. Electrical: Fixtures- Bulbs
_____	_____	_____	_____	\$ _____	4. Switches- Outlets - Cover Plates
_____	_____	_____	_____	\$ _____	5. Floor:Carpet-Hardwood-Vinyl Clean & Waxed/Stains-Burns-Gum-Tears
_____	_____	_____	_____	\$ _____	6. Lavatory/ Stopper/ Faucet - Clean & Working
_____	_____	_____	_____	\$ _____	7. Mirror/Medicine Cabinet - Clean Inside & Outside
_____	_____	_____	_____	\$ _____	8. Storage Cupboard & Hardware - Drawers - Clean
_____	_____	_____	_____	\$ _____	9. Toilet: Stool - Seat - Tank - Clean & Working
_____	_____	_____	_____	\$ _____	10. Toilet Paper Holder- Soap Dish - ToothBrush Holder - Robe Hook
_____	_____	_____	_____	\$ _____	11. Towel Bars - Rings
_____	_____	_____	_____	\$ _____	12. Tub - Shower - Faucets - Showerhead - Clean & Working
_____	_____	_____	_____	\$ _____	13. Shower Door - Door Tracks - Rod - Curtain - Rings - Clean
_____	_____	_____	_____	\$ _____	14. Walls - Woodwork - Baseboards - Ceiling - Door & Hardware - Clean
_____	_____	_____	_____	\$ _____	15. Windows - Glass - Storms - Screens - Sills - Ledges - Clean
_____	_____	_____	_____	\$ _____	16. Other _____

LIVING ROOM

OUT

DINING ROOM

OUT

CHARGES

_____	_____	_____	_____	\$ _____	1. Blinds
_____	_____	_____	_____	\$ _____	2. Closet - Storage - Clean
_____	_____	_____	_____	\$ _____	3. Curtain - Drapery Rods
_____	_____	_____	_____	\$ _____	4. Curtains - Draperies
_____	_____	_____	_____	\$ _____	5. Electrical: Fixtures - Bulbs
_____	_____	_____	_____	\$ _____	6. Ceiling Fan - Light
_____	_____	_____	_____	\$ _____	7. Switches - Outlets - Cover Plates
_____	_____	_____	_____	\$ _____	8. Floor:Carpet-Hardwood-Vinyl Clean & Waxed
_____	_____	_____	_____	\$ _____	9. Any Stains - Burns - Gum - Tears - Gouges
_____	_____	_____	_____	\$ _____	10. Telephone - TV - Hookups
_____	_____	_____	_____	\$ _____	11. Walls - Woodwork - Baseboards - Ceiling - Doors & Hardware - Clean
_____	_____	_____	_____	\$ _____	12. Windows - Glass - Storms - Screens - Sills - Ledges - Clean
_____	_____	_____	_____	\$ _____	13. Other _____

BEDROOM 1

OUT

BEDROOM 2

OUT

CHARGES

_____	_____	_____	_____	\$ _____	1. Blinds
_____	_____	_____	_____	\$ _____	2. Closet - Storage - Clean
_____	_____	_____	_____	\$ _____	3. Curtain - Drapery Rods
_____	_____	_____	_____	\$ _____	4. Curtains - Draperies
_____	_____	_____	_____	\$ _____	5. Electrical: Fixtures - Bulbs
_____	_____	_____	_____	\$ _____	6. Switches - Outlets - Cover Plates
_____	_____	_____	_____	\$ _____	7. Floor: Carpet - Hardwood - Vinyl Clean & Waxed
_____	_____	_____	_____	\$ _____	8. Any Stains - Burns - Gum - Tears - Gouges
_____	_____	_____	_____	\$ _____	9. Walls - Woodwork - Baseboards - Ceiling - Doors & Hardware - Clean
_____	_____	_____	_____	\$ _____	10. Windows - Glass - Storms - Screens - Sills - Ledges - Clean
_____	_____	_____	_____	\$ _____	11. Other _____

B=Broken Bu=Burned Ch=Chipped Cr=Cracked Da=Damages D=Dirty G=Greasy H=Hole JP=Just Painted LB=Light Bulb M=Missing OK=OK

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TENANT SIGNATURE: _____

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EXTRA BEDROOMS

BEDROOM 3	OUT	BEDROOM 4	OUT	CHARGES
_____	_____	_____	_____	\$ _____ 1. Blinds
_____	_____	_____	_____	\$ _____ 2. Closet - Storage - Clean
_____	_____	_____	_____	\$ _____ 3. Curtain - Drapery Rods
_____	_____	_____	_____	\$ _____ 4. Curtains - Draperies
_____	_____	_____	_____	\$ _____ 5. Electrical: Fixtures - Bulbs
_____	_____	_____	_____	\$ _____ 6. Switches - Outlets - Cover Plates
_____	_____	_____	_____	\$ _____ 7. Floor: Carpet - Hardwood - Vinyl Clean & Waxed
_____	_____	_____	_____	\$ _____ 8. Any Stains - Burns - Gum - Tears - Gouges
_____	_____	_____	_____	\$ _____ 9. Walls - Woodwork - Baseboards - Ceiling - Doors & Hardware - Clean
_____	_____	_____	_____	\$ _____ 10. Windows - Glass - Storms - Screens - sills - Ledges - Clean
_____	_____	_____	_____	\$ _____ 11. Other _____
_____	_____	_____	_____	\$ _____ 12. Other _____

BEDROOM 5	OUT	BEDROOM 6	OUT	CHARGES
_____	_____	_____	_____	\$ _____ 1. Blinds
_____	_____	_____	_____	\$ _____ 2. Closet - Storage - Clean
_____	_____	_____	_____	\$ _____ 3. Curtain Rods - Drapery Rods
_____	_____	_____	_____	\$ _____ 4. Curtains - Draperies
_____	_____	_____	_____	\$ _____ 5. Electrical: Fixtures - Bulbs
_____	_____	_____	_____	\$ _____ 6. Switches - Outlets - Cover Plates
_____	_____	_____	_____	\$ _____ 7. Walls - Woodwork - Baseboards - Ceiling - Doors & Hardware - Clean
_____	_____	_____	_____	\$ _____ 8. Floor: Carpet - Hardwood - Vinyl Clean & Waxed
_____	_____	_____	_____	\$ _____ 9. Any Stains - Burns - Gum - Tears - Gouges
_____	_____	_____	_____	\$ _____ 10. Windows - Glass - Storms - Screens - Sills - Ledges - Clean
_____	_____	_____	_____	\$ _____ 11. Other _____
_____	_____	_____	_____	\$ _____ 12. Other _____

BEDROOM 7	OUT	BEDROOM 8	OUT	CHARGES
_____	_____	_____	_____	\$ _____ 1. Blinds
_____	_____	_____	_____	\$ _____ 2. Closet - Storage - Clean
_____	_____	_____	_____	\$ _____ 3. Curtain Rods - Drapery Rods
_____	_____	_____	_____	\$ _____ 4. Curtains - Draperies
_____	_____	_____	_____	\$ _____ 5. Electrical: Fixtures - Bulbs
_____	_____	_____	_____	\$ _____ 6. Switches - Outlets - Cover Plates
_____	_____	_____	_____	\$ _____ 7. Walls - Woodwork - Baseboards - Ceiling - Doors & Hardware - Clean
_____	_____	_____	_____	\$ _____ 8. Floor: Carpet - Hardwood - Vinyl Clean & Waxed
_____	_____	_____	_____	\$ _____ 9. Any Stains - Burns - Gum - Tears - Gouges
_____	_____	_____	_____	\$ _____ 10. Windows - Glass - Storms - Screens - Sills - Ledges - Clean
_____	_____	_____	_____	\$ _____ 11. Other _____
_____	_____	_____	_____	\$ _____ 12. Other _____

Other _____

MOVE-IN:

SIGNATURE OF TENANT _____ DATE _____

LANDLORD/AGENT _____ DATE _____

MOVE-OUT:

SIGNATURE OF TENANT _____ DATE _____

LANDLORD/AGENT _____ DATE _____

B=Broken Bu=Burned Ch=Chipped Cr=Cracked Da=Damages D=Dirty G=Greasy H=Hole JP=Just Painted LB=Light Bulb M=Missing OK=OK
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