



UCSB COMMUNITY HOUSING OFFICE
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ON-LINE LISTINGS ❖ EDUCATION ❖ DISPUTE RESOLUTION ❖ RENTAL SUCCESS GUIDE

INVENTORY & CONDITION REPORT

Property Address _____

Property Provider/Manager's Name _____ Phone _____

TENANT/CO-TENANT INFORMATION

Tenant's Name _____ Phone _____

Co-Tenants

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

PROPERTY CONDITION INFORMATION

The condition of these premises is clean, undamaged, in good working order and adequate for customary use unless otherwise noted herein. Use codes and comments to describe exceptions. Cross out items not applicable.

Hallway/Stairs	Move-In	Initial Move-Out	Final Move-Out
Carpet			
Lights			
Paint			
Comments: _____			

Exterior	Move-In	Initial Move-Out	Final Move-Out
Front Yard			
Back Yard			
Comments: _____			

CODES

NCC – Needs complete cleaning • REP – Replace • SC – Needs spot cleaning • SP – Needs spot painting
RPR – Needs repair • PT – Needs painting • SCR – Scratched • CLN – Clean • NEW – New

Sample Form

Bedroom #1	Move-In	Initial Move-Out	Final Move-Out
Walls/Paint/Ceiling			
Carpet			
Windows/Screens			
Closets			
Heaters			
Outlets/Receptacles			
Smoke Alarm			
Doors/Locks			
Drapes/Cords			
Comments: _____			

Bedroom #2	Move-In	Initial Move-Out	Final Move-Out
Walls/Paint/Ceiling			
Carpet			
Windows/Screens			
Closets			
Heaters			
Outlets/Receptacles			
Smoke Alarm			
Doors/Locks			
Drapes/Cords			
Comments: _____			

Bathroom #1	Move-In	Initial Move-Out	Final Move-Out
Walls/Paint/Ceiling			
Floor/Vinyl			
Medicine Cabinets			
Sink/Faucets			
Tub/Shower			
Door/Tracks			
Caulk/Tile			
Toilet/Bowl/Seat			
Mirror			
Extractor Fan			
Towel Rack			
Doors/Locks			
Heater			
Lights			
Comments: _____			

Bathroom #2	Move-In	Initial Move-Out	Final Move-Out
Walls/Paint/Ceiling			
Floor/Vinyl			
Medicine Cabinets			
Sink/Faucets			
Tub/Shower			
Door/Tracks			
Caulk/Tile			
Toilet/Bowl/Seat			
Mirror			
Extractor Fan			
Towel Rack			
Doors/Locks			
Heater			
Lights			
Comments: _____			

Additional Notes _____

CODES

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Sample Form

Bedroom #3	Move-In	Initial Move-Out	Final Move-Out
Walls/Paint/Ceiling			
Carpet			
Windows/Screens			
Closets			
Heaters			
Outlets/Receptacles			
Smoke Alarm			
Doors/Locks			
Drapes/Cords			
Comments: _____			

Dining Room	Move-In	Initial Move-Out	Final Move-Out
Walls/Paint/Ceiling			
Carpet/Hardwood			
Windows/Screens			
Closets			
Heaters			
Outlets/Receptacles			
Smoke Alarm			
Doors/Locks			
Drapes/Cords			
Comments: _____			

Kitchen	Move-In	Initial Move-Out	Final Move-Out
Walls/Paint/Ceiling			
Floor/Vinyl			
Cabinets			
Drawers			
Windows/Screens			
Blinds/Drapes			
Counters/Tiles			
Lights			
Range: Oven			
Broiler			
Hood Fan			
Burners			
Filter			
Racks			
Refrigerator: Racks			
Crisper			
Freezer			
Doors			
Sink: Faucets			
Aerator			
Dishwasher			
Garbage Disposal			
Cutting Board			
Comments: _____			

Additional Notes _____

CODES

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RPR – Needs repair • PT – Needs painting • SCR – Scratched • CLN – Clean • NEW – New

Sample Form

Living Room	Move-In	Initial Move-Out	Final Move-Out
Walls/Paint/Ceiling			
Carpet/Hardwood			
Windows/Screens			
Closets			
Heaters			
Outlets/Receptacles			
Smoke Alarm			
Doors/Locks			
Drapes/Cords			
Comments: _____ _____			

Another Room:	Move-In	Initial Move-Out	Final Move-Out
Walls/Paint/Ceiling			
Carpet/Hardwood			
Windows/Screens			
Closets			
Heaters			
Outlets/Receptacles			
Smoke Alarm			
Doors/Locks			
Drapes/Cords			
Comments: _____ _____			

Number of Keys	Move-In	Initial Move-Out	Final Move-Out
Comments: _____ _____			

CODES

NCC – Needs complete cleaning • **REP** – Replace
SC – Needs spot cleaning • **SP** – Needs spot painting
RPR – Needs repair • **PT** – Needs painting • **SCR** – Scratched
CLN – Clean • **NEW** – New

Additional Comments _____

Final Move-out Inspection Date: _____

Property Provider Signature _____

NOTE TO RESIDENT: Please retain a copy of this report for your records!!!

Sample Form