

# INVENTORY CHECKLIST FOR RENTAL MOVE-IN & MOVE-OUT

Biola University, Commuter Life - [studentlife.biola.edu/OCHS](http://studentlife.biola.edu/OCHS) - Off-Campus Housing Services

Completing an *Inventory Checklist* is a step you can take to protect yourself from legal hassles when you move out of your rental. It is for the protection of both the tenant and the landlord. Dated photographs or videos of move-in/out conditions are also recommended.

You (the tenant) and the landlord or the landlord’s agent should fill out the “Condition Upon Arrival” section of the form within three (3) days of your moving in. If you request an initial inspection before you move out, you and your landlord or agent should conduct the initial inspection about two weeks before the end of the tenancy or lease term and fill out the “Condition Upon Initial Inspection” section. As soon as possible after you have moved out, the landlord or agent should fill out the “Condition Upon Departure” section.

It’s a good idea for you to be present during the final inspection, but the law does not require that you be present or that the landlord allow you to be present.

The landlord or agent should sign a copy of this form following each inspection, and you should sign following each inspection for which you are present. Both you and the landlord or agent should receive a copy of the form following each inspection.

Be specific and check carefully when completing this form. Among other things, look for dust, dirt, grease, stains, burns, and excess wear. Additions to this form may be made as necessary. Attach additional paper if more space is needed, but remember to include copies for both the landlord and the tenant. Both parties should initial any additional pages after each inspection. Cross out any items that do not apply.

Address \_\_\_\_\_ Unit # \_\_\_\_\_

Tenant (s) \_\_\_\_\_

**RATING SCALE: E= Excellent G=Good F=Fair P=Poor R/C=Item will be Repaired or Cleaned N/A=Not Applicable**  
 Describe and note in **DETAIL** the current condition, including problems, damages, marks, tears, etc. *[for ex. “large scratch on left side of cabinet”]*

<b>AREA</b>	<b>ITEM</b>	<b>CONDITION UPON ARRIVAL</b> Note condition, including wear & tear <b>DATE:</b> _____	<b>CONDITION UPON INSPECTION</b> Note deterioration beyond reasonable use and wear for which tenant is alleged to be responsible. <b>DATE:</b> _____	<b>CONDITION UPON DEPARTURE</b> Note deterioration beyond reasonable use and wear for which tenant is alleged to be responsible. <b>DATE:</b> _____
<b>KITCHEN</b>	Windows(draperies, screens, etc.)			
	Floor Covering			
	Walls & Ceiling			
	Counter Surfaces			
	Stove/Oven/Range Hood (broiler pans, grills, etc.)			
	Refrigerator (ice trays, drawers, etc)			
	Dishwasher			
	Cabinets			
	Light Fixtures & Switches			

<b>AREA</b>	<b>ITEM</b>	<b>CONDITION UPON ARRIVAL</b> Note condition, including wear & tear <b>DATE:</b>	<b>CONDITION UPON INSPECTION</b> Note deterioration beyond reasonable use and wear for which tenant is alleged to be responsible. <b>DATE:</b>	<b>CONDITION UPON DEPARTURE</b> Note deterioration beyond reasonable use and wear for which tenant is alleged to be responsible. <b>DATE:</b>
<b>KITCHEN</b>	Doors (including hardware)			
	Sink, Garbage Disposal, Faucets			
	Other...			
<b>DINING ROOM</b>	Floor covering			
	Walls & Ceiling			
	Windows (draperies, screens, etc.)			
	Doors (including hardware)			
	Light Fixtures & Switches			
	Other...			
<b>LIVING ROOM</b>	Floor Covering			
	Walls & Ceiling			
	Windows (draperies, screens, etc.)			
	Closets, Shelving			
	Light Fixtures & Switches			
	Fireplace			
	Other...			
<b>HALL</b>	Floor covering			
	Walls & Ceiling			

<b>AREA</b>	<b>ITEM</b>	<b>CONDITION UPON ARRIVAL</b> Note condition, including wear & tear <b>DATE:</b> _____	<b>CONDITION UPON INSPECTION</b> Note deterioration beyond reasonable use and wear for which tenant is alleged to be responsible. <b>DATE:</b> _____	<b>CONDITION UPON DEPARTURE</b> Note deterioration beyond reasonable use and wear for which tenant is alleged to be responsible. <b>DATE:</b> _____
<b>BATHROOM 1</b>	Floor Covering			
	Shower & Tub (walls, doors, track)			
	Walls & Ceiling			
	Toilet			
	Plumbing Fixtures			
	Windows (draperies, screens, etc.)			
	Doors (including hardware)			
	Light Fixtures & Switches			
	Sink, Vanity, Med. Cabinet			
	Towel Bars			
	Cabinet/Closet Shelving			
<b>BATHROOM 2</b>	Floor Covering			
	Shower & Tub (walls, doors, track)			
	Walls & Ceiling			
	Toilet			
	Plumbing Fixtures			
	Windows (draperies, screens, etc.)			
	Doors (including hardware)			
	Light Fixtures & Switches			

<b>AREA</b>	<b>ITEM</b>	<b>CONDITION UPON ARRIVAL</b> Note condition, including wear & tear <b>DATE:</b> _____	<b>CONDITION UPON INSPECTION</b> Note deterioration beyond reasonable use and wear for which tenant is alleged to be responsible. <b>DATE:</b> _____	<b>CONDITION UPON DEPARTURE</b> Note deterioration beyond reasonable use and wear for which tenant is alleged to be responsible. <b>DATE:</b> _____
<b>BATH 2</b>	Sink, Vanity, Med. Cabinet			
	Towel Bars			
	Cabinet/Closet Shelving			
<b>BEDROOM 1</b>	Floor covering			
	Walls & Ceiling			
	Windows (draperies, screens, etc.)			
	Doors (including hardware)			
	Light Fixtures & Switches			
	Closet, including doors/tracks			
	Other...			
<b>BEDROOM 2</b>	Floor covering			
	Walls & Ceiling			
	Windows (draperies, screens, etc.)			
	Doors (including hardware)			
	Light Fixtures & Switches			
	Closet, including doors/tracks			
	Other...			
<b>BEDROOM 3</b>	Floor covering			
	Walls & Ceiling			

<b>AREA</b>	<b>ITEM</b>	<b>CONDITION UPON ARRIVAL</b> Note condition, including wear & tear <b>DATE:</b> _____	<b>CONDITION UPON INSPECTION</b> Note deterioration beyond reasonable use and wear for which tenant is alleged to be responsible. <b>DATE:</b> _____	<b>CONDITION UPON DEPARTURE</b> Note deterioration beyond reasonable use and wear for which tenant is alleged to be responsible. <b>DATE:</b> _____
<b>BEDROOM 3</b>	Windows (draperies, screens, etc.)			
	Doors (including hardware)			
	Light Fixtures & Switches			
	Closet, including doors/tracks			
	Other...			
<b>BEDROOM 4</b>	Floor covering			
	Walls & Ceiling			
	Windows (draperies, screens, etc.)			
	Doors (including hardware)			
	Light Fixtures & Switches			
	Closet, including doors/tracks			
	Other...			
<b>FURNACE/ AC</b>				
<b>PATIO</b>				
<b>DECK</b>				
<b>YARD</b>				
<b>FENCE</b>				
<b>LANDSCAPING</b>				
<b>OTHER</b>				