Damage Checklist

Rental Unit Address: __________________________________________ Apt#: __________________

The purpose of this checklist is to document the original condition of the rental unit at the beginning of the lease term. Examine the entire unit and each item you will be responsible for. Record its condition (np = no problem, p = problem; na = not applicable). Use the comment section to describe each problem such as stains, cracks, holes, dirt, and items which appear to be missing. Be as accurate as possible. Test everything. Open windows, turn on lights and the oven, turn the water on and then flush the toilet to see if the water pressure is good. Make sure you examine everything. Use a blank sheet if necessary. All sheets should be attached, signed and dated.

General:

Doors, locks ______ Smoke detectors _______ Porches _______ Outside lights, door bell _______ General exterior condition _______
comments: ____________________________________________

______________________________________________________

Living Room:

Windows, screens, storms ______ Curtains, shades _______ Floor, rugs, carpet ______ Walls, ceiling, woodwork _______ Outlets, lights _______ Couch, Chair(s), table (s) ______ _ Overall cleanliness _______
comments: __________________________________________

______________________________________________________

Dining Room:

Windows, screens, storms ______ Curtains, shades _______ Floor, rugs, carpet ______ Walls, ceiling, woodwork _______ Outlets, lights _______ Table, chairs, cabinet _______ Overall cleanliness _______
comments: __________________________________________

______________________________________________________

Kitchen:

Windows, screens, storms ______ Curtains, shades _______ Floor, rugs, carpet ______ Walls, ceiling, woodwork _______ Outlets, lights _______ Cabinets, drawers, countertop _______ Sink (stopper works) ______ Refrigerator (open) _______
Stove, burner (work) ______ Microwave _______ Garbage disposal _______
Dishwasher (open) ______ Table, chairs _______ Overall cleanliness _______
comments: __________________________________________

______________________________________________________
Bath:

Windows, screens, storms curtain shades walls, ceiling, woodwork, floor outlets, lights, fans sink and tub (stopper works) Do they drain well? Loose tiles Towel rack, mirror, cabinet shower curtain/door flush toilet comments: overall cleanliness

Bedroom 1:

Windows, screens, storms curtains, shades walls, ceiling, woodwork, floor outlets, lights bed, chest, desk, mirror closet overall cleanliness comments:

Bedroom 2:

Windows, screens, storms curtains, shades walls, ceiling, woodwork, floor outlets, lights bed, chest, desk, mirror closet overall cleanliness comments:

Bedroom 3:

Windows, screens, storms curtains, shades walls, ceiling, woodwork, floor outlets, lights bed, chest, desk, mirror closet overall cleanliness comments:

Other:

The tenants and property owner/agent agree that this is an accurate description of the rental unit as of _______________(date).

Property owner/agent date 

Tenant: date 

Tenant: date

Tenant: date

Make sure everyone involved gets a copy