

# TENANT'S NAME :

| RENTAL UNIT ADDRESS: |                           | MOVE IN DATE                      |      | MOVE OUT DATE               |      |
|----------------------|---------------------------|-----------------------------------|------|-----------------------------|------|
| PROJECT #            |                           | Condition at Beginning of Tenancy |      | Condition at End of Tenancy |      |
|                      |                           | Comment                           | Code | Comment                     | Code |
| Exterior             | Front & Rear Entrances    |                                   |      |                             |      |
|                      | Patio doors               |                                   |      |                             |      |
|                      | Garbage Container(s)      |                                   |      |                             |      |
|                      | Stucco &/or Siding        |                                   |      |                             |      |
|                      | Grounds & Walks           |                                   |      |                             |      |
| Basement             | Stair / Stairwell         |                                   |      |                             |      |
|                      | Walls / Floors / Doors    |                                   |      |                             |      |
|                      | Furnace                   |                                   |      |                             |      |
|                      | Water Tank / Plumbing     |                                   |      |                             |      |
|                      | Light/Electrical Fixtures |                                   |      |                             |      |
|                      | Washer / Dryer / Tub      |                                   |      |                             |      |
|                      | Windows / Screens         |                                   |      |                             |      |
| Kitchen              | Walls/Trim/Ceilings       |                                   |      |                             |      |
|                      | Floor/Doors/Base/Heater   |                                   |      |                             |      |
|                      | Countertop                |                                   |      |                             |      |
|                      | Cabinets & Doors          |                                   |      |                             |      |
|                      | Stove / Top               |                                   |      |                             |      |
|                      | Oven / Broiler Pan        |                                   |      |                             |      |
|                      | Sink & Stoppers           |                                   |      |                             |      |
|                      | Refrigerator / Freezer    |                                   |      |                             |      |
|                      | Crisper - Ice Trays       |                                   |      |                             |      |
|                      | Exhaust Fans / Grille     |                                   |      |                             |      |
|                      | Closets                   |                                   |      |                             |      |
|                      | Dishwasher                |                                   |      |                             |      |
|                      | Light/Electrical Fixtures |                                   |      |                             |      |
| Window / Screens     |                           |                                   |      |                             |      |
| Living Room          | Walls/Trim/Ceilings       |                                   |      |                             |      |
|                      | Floor/Door/Base/Heater    |                                   |      |                             |      |
|                      | Air Conditioner / Cover   |                                   |      |                             |      |
|                      | Closets                   |                                   |      |                             |      |
|                      | Light/Electrical Fixtures |                                   |      |                             |      |
|                      | Windows / Screens         |                                   |      |                             |      |
|                      | Other/Cable Hookup        |                                   |      |                             |      |
| Dining Room          | Walls/Trim/Ceilings       |                                   |      |                             |      |
|                      | Floor/Door/Base/Heaters   |                                   |      |                             |      |
|                      | Closets                   |                                   |      |                             |      |
|                      | Light/Electrical Fixtures |                                   |      |                             |      |
|                      | Windows / Screens         |                                   |      |                             |      |
| Stairwell & Halls    | Treads & Landings         |                                   |      |                             |      |
|                      | Walls/Trim/Ceiling        |                                   |      |                             |      |
|                      | Floor/Door                |                                   |      |                             |      |
|                      | Closets                   |                                   |      |                             |      |
|                      | Light/Electrical Fixtures |                                   |      |                             |      |
|                      | Smoke Detector(s)         |                                   |      |                             |      |
|                      | Windows / Screens         |                                   |      |                             |      |
| Bathrooms            | Walls/Trim/Ceilings       |                                   |      |                             |      |
|                      | Floor/Door/Base/Heater    |                                   |      |                             |      |
|                      | Cabinets & Mirror         |                                   |      |                             |      |
|                      | Tub, Sink, Toilet         |                                   |      |                             |      |
|                      | Light/Electrical Fixtures |                                   |      |                             |      |
|                      | Exhaust Fan / Grille      |                                   |      |                             |      |
|                      | Windows / Screens         |                                   |      |                             |      |

PLEASE PRINT:

CONDITION:

# UNIT CONDITION REPORT

|         |                           |  |  |  |
|---------|---------------------------|--|--|--|
| Bedroom | Walls/Trim/Ceilings       |  |  |  |
|         | Floor/Door/Base/Heater    |  |  |  |
|         | Closets                   |  |  |  |
|         | Light/Electrical Fixtures |  |  |  |
|         | Windows / Screens         |  |  |  |
| Bedroom | Walls/Trim/Ceilings       |  |  |  |
|         | Floor/Door/Base/Heater    |  |  |  |
|         | Closets                   |  |  |  |
|         | Light/Electrical Fixtures |  |  |  |
|         | Windows / Screens         |  |  |  |
| Bedroom | Walls/Trim/Ceiling        |  |  |  |
|         | Floor/Door/Base/Heater    |  |  |  |
|         | Closets                   |  |  |  |
|         | Light/Electrical Fixtures |  |  |  |
|         | Windows / Screens         |  |  |  |
| Bedroom | Walls/Trim/Ceiling        |  |  |  |
|         | Floor/Door/Base/Heater    |  |  |  |
|         | Closets                   |  |  |  |
|         | Light/Electrical Fixtures |  |  |  |
|         | Windows / Screens         |  |  |  |
| Keys    | No. Unit Keys             |  |  |  |
|         | No. Mail Box Keys         |  |  |  |
|         | No. Laundry Room Keys     |  |  |  |

**Repairs to be Completed on Initial Occupancy:**

|  |  |
|--|--|
| List Repairs                           |  |
|  |  |
| Landlord agrees to complete repairs by | Date Repairs Completed                 |
| _____                                  | _____                                  |
| Signature of Landlord                  | Acknowledged by: (Signature of Tenant) |
|  | Date                                   |
|  | _____                                  |

**End of Tenancy**

|   |         |
|---|---------|
| I agree with the Condition at End of Tenancy with the following exceptions: _____ |         |
| I agree to pay for the following damages:   |         |
| Items:  | Cost \$ |
|   |         |
|   |         |
|   |         |
|   |         |
| Signature of Tenant   | Date    |
| _____   | _____   |

**Signatures required indicating Report Completed;**

|                                  |              |
|----------------------------------|--------------|
| Landlord's Signature (moving in) | (moving out) |
| Tenant's Signature (moving in)   | (moving out) |

Tenant's Forwarding Address: (After end of Tenancy) \_\_\_\_\_

**CLEANLINESS**

C - CLEAN    DT - DIRTY    ST - STAINED