

# INVENTORY CHECK LIST

**YOU MUST COMPLETE THIS INVENTORY CHECK LIST, NOTING THE CONDITION OF THE RENTAL PROPERTY, AND RETURN IT TO REYNOLDS MANAGEMENT, INC. WITHIN **SEVEN (7) DAYS** AFTER OBTAINING POSSESSION OF THE RENTAL UNIT. PLEASE UNDERSTAND THIS IS YOUR RESPONSIBILITY AND A TOOL TO PROTECT YOU UPON MOVE OUT. ANY DAMAGES TO THE PROPERTY NOT ON THIS LIST WHEN YOU MOVE OUT WILL BE CHARGED TO YOU. WE ENCOURAGE YOU TO TAKE BEFORE AND AFTER PHOTOS WITH DATE STAMPS TO LEAVE NOTHING TO INTERPRETATION.**

*Initial*

**\*YOU ARE ALSO ENTITLED TO REQUEST AND RECEIVE A COPY OF THE LAST TERMINATION INVENTORY CHECKLIST/ WRITE-UP WHICH SHOWS WHAT CLAIMS WERE CHARGEABLE TO THE PRIOR TENANTS.**

## Inventory of Existing Physical Condition of Rental Unit and Furnishings

This form does NOT serve as a request for repairs.

Tenant(s) Name(s)	# of Keys Given
Address of Rental Unit	Date of Occupancy

ITEM	CONDITION UPON ARRIVAL	
<b>KITCHEN &amp; DINING AREA</b>	<b>KITCHEN</b>	<b>DINING AREA</b>
Cupboards/Cabinets/Drawers		
Floor Covering		
Walls/Ceiling/Doorways		
Plastic & Tile Surfaces		
Nail Holes#/Skuffs/Dings/Dents		
Electrical Fixtures		
Light Fixtures/Bulbs		
Range (Oven)/Microwave		
Refrigerator/Freezer		
Sink (Garbage Disposal)		
Windows/Screens/Storms		
Curtains/Curtain Rods		
<b>LIVING ROOM</b>		
Walls/Ceiling/Doorways		
Nail Holes#/Skuffs/Dings/Dents		
Carpeting/Flooring		
Electrical Fixtures		
Light Fixtures/Bulbs		
Windows/Screens/Storms		
Curtains/Curtain Rods		
<b>BATHROOM(s)</b>	<b>FULL</b>	<b>HALF</b>
Shower Doors/Rod		
Bathtub/Sink		
Medicine Cabinet/Shelves/Mirror		
Light Fixtures/Bulbs		
Plastic/Tile Surfaces		
Walls/Ceiling/Door		
Nail Holes#/Skuffs/Dings/Dents		
Floor Covering		
Towel Rack/Tissue Holder		
Toilet (Seat, Tank, Etc.)		
Windows/Screens/Storms		
Curtains/Curtain Rods		

