

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
_____ overall cleanliness _____

comments: _____

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