

Sample Property Inventory and Condition Form for Private Residential Leases

Inventory and condition form concerning property at:

This inventory form serves as a written record of the condition of the property upon the lessor's delivery of the property to the lessee. This inventory should be filled in by the lessor and the lessee prior to the commencement of the lease. A signed copy should be held by both parties. Unless noted otherwise, the items shall be presumed to have been received in good condition by the lessee. Items that do not apply are to be crossed out. The same form should be used upon the dissolution of the lease.

Index	Exterior items	Quantity	Condition on Arrival	*Condition upon Departure
1	Mailbox			
2	Fences & Gates			
3	Pool/Spa & Equip			
4	Lawn, Trees & Shrubs			
5	Roof			
6	Water tank			
7	Photovoltaic panels			
8	CCTV cameras & recorder			
9	Burglar alarm system			
10	Air Conditioner Compressor			
11	Siding & Paint Drive			
12	Front Door			
	• Door Knob & Lock			
	• Weather stripping			
	• Light/Bulb			
	• Door Bell			
13	Back Door			
	• Door Knob & Lock			

	• Weather stripping			
	• Door Light/Bulb			
14	Patio Door			
	• Door Knob & Lock			
	• Weather stripping			
	• Door Light/Bulb			
15	Water Shut-Off Valve? _____ yes _____ no			
16	Other			

** Reasonable wear and tear means gradual deterioration resulting from the lessee's permitted use of the property and which occurs without any fault on his or her part.*

Index	Hallways or other Areas	Quantity	Condition on Arrival	*Condition upon Departure
1	Floor Covering			
2	Walls & Ceiling			
3	Closet doors & Tracks			
4	Light Fixtures			
5	Heater (filter, heat working)			
6	Patio, Deck, Yard			
7	Doorbell/Knocker			
8	Screen Door(s)			
9	Outside Light(s)			
10	Exterior Doors			
11	Other			

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Index	Kitchen Items	Quantity	Condition on Arrival	*Condition upon Departure
1	Refrigerator			
2	Cupboards/Worktops/Breadboards and Drawers			
3	Wall unit			

4	Floor Covering			
5	Walls and Ceiling			
6	Counter Surfaces			
7	Stove, Oven & Microwave			
8	Sink & Garbage Disposal			
9	Tables & Chairs			
10	Windows (Draperies)			
11	Door, including Hardware			
12	Electrical Fittings, plugs and sockets, extractor fan			
13	Air Conditioning Unit			
14	Other			

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Index	Living Room	Quantity	Condition on Arrival	*Condition upon Departure
1	Floor Covering			
2	Walls & Ceiling			
3	Tables & Chairs			
4	Sofa			
5	Windows (draperies)			
6	Doors, including hardware			
7	Light Fixtures			
8	Lamp(s)			
9	Air Conditioning Unit			
10	Other			

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Index	Bathroom	Quantity	Condition on Arrival	*Condition upon Departure
1	Floor Covering			

2	Walls & Ceiling			
3	Shower & Tub			
4	Toilet/Tissue Holder			
5	Plumbing Fixtures			
6	Window/Drapes			
7	Doors, including hardware			
8	Light Fixtures			
9	Mirror			
10	Sink			
11	Cabinets			
12	Towel Racks			
13	Electric/Gas water heater/heat pump			
14	Other			

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Index	Shower Room	Quantity	Condition on Arrival	*Condition upon Departure
1	Floor Covering			
2	Walls & Ceiling			
3	Shower cubicle			
4	Toilet/Tissue Holder			
5	Plumbing Fixtures			
6	Window/Drapes			
7	Doors, including hardware			
8	Light Fixtures			
9	Mirror			
10	Sink			
11	Cabinets			
12	Towel Racks			
13	Electric/Gas water heater/heat pump			

14	Other			
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Index	Main Bedroom	Quantity	Condition on Arrival	*Condition upon Departure
1	Floor Covering			
2	Walls & Ceiling			
3	Closet doors			
4	Desks & Chairs			
5	Windows/Drapes			
6	Light Fixtures			
7	Book Shelves			
8	Night Stand/Table			
9	King/Queen size bed with mattress			
10	Wardrobe			
11	Air Conditioning Unit			
12	Other			

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Index	Spare Bedroom (1)	Quantity	Condition on Arrival	*Condition upon Departure
1	Floor Covering			
2	Walls & Ceiling			
3	Closet doors			
4	Desks & Chairs			
5	Windows/Drapes			
6	Light Fixtures			
7	Book Shelves			
8	Night Stand/Table			
9	Single bed with mattress			

10	Wardrobe			
11	Air Conditioning Unit			
12	Other			

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Index	Spare Bedroom (2)	Quantity	Condition on Arrival	*Condition upon Departure
1	Floor Covering			
2	Walls & Ceiling			
3	Closet doors			
4	Desks & Chairs			
5	Windows/Drapes			
6	Light Fixtures			
7	Book Shelves			
8	Night Stand/Table			
9	Single bed with mattress			
10	Wardrobe			
11	Air Conditioning Unit			
12	Other			

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Readings on commencement date of lease

Electricity Meter No:		Water Meter No:	
Electricity Reading:		Water Reading:	

Readings on termination date of lease

Electricity Meter No:		Water Meter No:	
Electricity Reading:		Water Reading:	

Beginning Inventory Date:	End Term Inspection Date:
Signature of Lessee:	Signature of Lessee:
Signature of Sublessee:	Signature of Sublessee:
Signature of Lessor:	Signature of Lessor: