

## APPENDIX D: APARTMENT CONDITION CHECKLIST

Street address \_\_\_\_\_ Apt. No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

The purpose of this checklist is to document the original condition of the apartment at the beginning of the lease term. Examine each item in the apartment and record its condition by checking the appropriate column (np = no problem, p = problem, na = not applicable). Then, describe each problem (stains, cracks, holes, dirt buildup, and items that appear to be missing or damaged) as accurately as possible on a separate sheet of paper. All sheets should be attached to the checklist and signed and dated exactly as this checklist is signed and dated.

### LIVING ROOM

np	p	na	
—	—	—	Doors
—	—	—	Screens
—	—	—	Windows
—	—	—	Floor
—	—	—	Rug/carpet
—	—	—	Walls
—	—	—	Shades/blinds
—	—	—	Ceiling
—	—	—	Closets
—	—	—	Light fixtures
—	—	—	Outlets
—	—	—	Fireplace
—	—	—	Sofa
—	—	—	Lounge
—	—	—	Chairs
—	—	—	Other chairs
—	—	—	End tables
—	—	—	Coffee table
—	—	—	Lamps
—	—	—	Bookshelves
—	—	—	Drapes/curtains

### DINING ROOM

np	p	na	
—	—	—	Doors
—	—	—	Doors
—	—	—	Screens
—	—	—	Windows
—	—	—	Floor
—	—	—	Rug/carpet

—	—	—	Walls
—	—	—	Ceiling
—	—	—	Closets
—	—	—	Light fixtures
—	—	—	Outlets
—	—	—	Tables
—	—	—	Chairs
—	—	—	Cabinets
—	—	—	Drapes/curtains
—	—	—	Shades/blinds
—	—	—	Doors
—	—	—	Screens
—	—	—	Windows
—	—	—	Floor
—	—	—	Walls
—	—	—	Ceiling
—	—	—	Closet
—	—	—	Outlets

### KITCHEN

np	p	na	
—	—	—	Doors
—	—	—	Screens
—	—	—	Floor
—	—	—	Walls
—	—	—	Ceiling
—	—	—	Closets
—	—	—	Sink
—	—	—	Toilet
—	—	—	Stove/oven
—	—	—	Hood/fan
—	—	—	Refrigerator

—	—	—	Sink
—	—	—	Garbage disposal
—	—	—	Dishwasher
—	—	—	Light fixtures
—	—	—	Shades/blinds
—	—	—	Counter tops
—	—	—	Drawers
—	—	—	Cupboards
—	—	—	Cabinets
—	—	—	Dinette table
—	—	—	Dinette chairs
—	—	—	Ironing board
—	—	—	Drapes/curtains

### BATHROOM

np	p	na	
—	—	—	Fan
—	—	—	Tissue holder
—	—	—	Towel racks
—	—	—	Mirrors
—	—	—	Medicine cabinet
—	—	—	Other cabinets
—	—	—	Drawers
—	—	—	Bathtub
—	—	—	Shower
—	—	—	Shower tiles
—	—	—	Shower curtain/door
—	—	—	Light fixtures
—	—	—	Outlets
—	—	—	Drapes/curtains
—	—	—	Shades/blinds

**BEDROOM NO. 1**

np	p	na	
—	—	—	Doors
—	—	—	Screens
—	—	—	Windows
—	—	—	Floor
—	—	—	Rug/carpet
—	—	—	Walls
—	—	—	Ceiling
—	—	—	Closets
—	—	—	Bookshelves
—	—	—	Light fixtures
—	—	—	Outlets
—	—	—	Box bed spring
—	—	—	Bed mattress
—	—	—	Bed frame
—	—	—	Bed headboard
—	—	—	Shades/blinds
—	—	—	Night tables
—	—	—	Lamps
—	—	—	Mirrors
—	—	—	Dressers
—	—	—	Chairs
—	—	—	Study table
—	—	—	Drapes/curtains

**BEDROOM NO. 2**

np	p	na	
—	—	—	Doors
—	—	—	Screens
—	—	—	Windows
—	—	—	Floor
—	—	—	Rug/carpet
—	—	—	Walls
—	—	—	Ceiling
—	—	—	Closets
—	—	—	Bookshelves
—	—	—	Light fixtures
—	—	—	Outlets
—	—	—	Box bed spring
—	—	—	Bed mattress
—	—	—	Bed frame
—	—	—	Bed headboard
—	—	—	Shades/blinds
—	—	—	Night tables
—	—	—	Lamps
—	—	—	Mirrors
—	—	—	Dressers
—	—	—	Chairs
—	—	—	Study table
—	—	—	Drapes/curtains

**BEDROOM NO. 3**

np	p	na	
—	—	—	Doors
—	—	—	Screens
—	—	—	Windows
—	—	—	Floor
—	—	—	Rug/carpet
—	—	—	Walls
—	—	—	Ceiling
—	—	—	Closets
—	—	—	Bookshelves
—	—	—	Light fixtures
—	—	—	Outlets
—	—	—	Box bed spring
—	—	—	Bed mattress
—	—	—	Bed frame
—	—	—	Bed headboard
—	—	—	Shades/blinds
—	—	—	Night tables
—	—	—	Lamps
—	—	—	Mirrors
—	—	—	Dressers
—	—	—	Chairs
—	—	—	Study table
—	—	—	Drapes/curtains

Additional sheets are attached that describe in detail problem conditions in the apartment.

\_\_\_\_\_

*tenant*

\_\_\_\_\_

*tenant*

\_\_\_\_\_

*tenant*

\_\_\_\_\_

*landlord/agent*

\_\_\_\_\_

*Date*

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