

## Inventory and Inspection Form

Both the landlord and tenants are expected to sign and receive an executed copy of this statement: 1) within 3 days of taking possession of the premises and 2) at the End-of-Term inspection upon termination of this tenancy.

Beginning Inventory Date \_\_\_/\_\_\_/\_\_\_ Signature of Tenant \_\_\_\_\_ Signature of Landlord \_\_\_\_\_  
 End of Term Inspection Date \_\_\_/\_\_\_/\_\_\_ Signature of Tenant \_\_\_\_\_ Signature of Landlord \_\_\_\_\_  
 The apartment covered by this agreement is # \_\_\_ located at \_\_\_\_\_ (address and city)

Note: This inventory list is for your protection. Be sure to indicate the condition of each item. Note the number of items where applicable and location and nature of all soil and damage, etc. Be specific and check carefully. Additional comments may be attached.

Area or Furnishings	Condition upon Arrival		Condition Upon Departure	
<b>Kitchen</b>				
Cupboards				
Floor Coverings				
Walls, Ceiling, Counter Surfaces				
Stove, Oven (pans, grills, etc.)				
Refrigerator (trays, shelves)				
Sink & Garbage Disposal				
Table and Chairs				
Windows (coverings, screens, etc.)				
Other (please specify)				
<b>Living Room</b>				
Floor Covering				
Walls & Ceiling				
Tables and Chairs				
Sofa				
Windows (coverings, screens, etc.)				
Other (please specify)				
<b>Bathroom</b>				
	<b>#1</b>	<b>#2</b>	<b>#1</b>	<b>#2</b>
Floor Covering				
Walls, Ceiling, Tile				
Shower and Tub				
Sink, Medicine Cabinet				
Toilet				
Windows (coverings, screens, etc.)				
Other (please specify)				
<b>Bedroom</b>				
Floor Covering				
Walls and Ceiling				
Desk, Chairs, Bookshelves				
Dresser				
Bed (frame, mattress, box spring)				
Closet (doors and tracks)				
Windows (coverings, screens, etc.)				
Other (please specify)				
<b>Additional items:</b>				
Air Conditioner				
Heater				
Thermostat				
Closets				
Doors (locks, screens, etc)				
Electric Fixtures, Outlets, Lamps				
Other (please specify)				

### Release of Security Deposit

Check one of the following:

\_\_\_\_\_ On \_\_\_/\_\_\_/\_\_\_ the landlord inspected the premises with tenant and found them to be in satisfactory condition, wherefore the landlord agrees to refund the sum of \$\_\_\_\_\_, the FULL amount of the security deposit.

\_\_\_\_\_ On \_\_\_/\_\_\_/\_\_\_, the landlord inspected the premises with tenant and found them to be in need of cleaning, replacement or repair beyond reasonable use and wear. The estimated costs of repair, replacement, cleaning or other tenant's default under lease is \$\_\_\_\_\_ and will be deducted from the security deposit. Both the landlord and tenant agree that the unused portion of the deposit shall be refunded to the tenant. At the same time the refund is made, the landlord will furnish the tenant with a statement accounting for any deductions, including a detailed itemization of labor and materials.

NOTE: Any refund of a deposit must be returned to the tenant within two weeks after the date of this agreement.

Signature of Tenant: \_\_\_\_\_ Signature of Landlord \_\_\_\_\_  
 Address to mail deposit: \_\_\_\_\_ Date: \_\_\_\_\_