



**Unit Condition Checklist – ANNUAL-COMPLETED FOR YEAR:** \_\_\_\_\_

Development: \_\_\_\_\_ Tenant: \_\_\_\_\_ Unit#: \_\_\_\_\_

Date: \_\_\_\_\_ Inspected by: \_\_\_\_\_

Please record the condition of the following items,

P = Poor; F = Fair; G = Good; E = Excellent; N = New.

Thoroughly walk through the unit and complete the checklist below.

Please write a description of any item in detail, especially if there are any dents, stains, scratches, etc., as well if the item(s) are new.

	<u>Move-In</u>	<u>Annual</u>	<u>Notes</u>
<b><u>KITCHEN:</u></b>			
Stove/Exhaust fan, light, burners, inside:	_____	_____	_____
Stove grease filters, drip pans, racks:	_____	_____	_____
Sinks, faucets, plumbing, and garbage disposal:	_____	_____	_____
Refrigerator, drawers, doors, racks, seals:	_____	_____	_____
Disposal/dishwasher:	_____	_____	_____
Kitchen cabinets, countertops, and hardware:	_____	_____	_____
<b><u>BATHROOM:</u></b>			
Cabinets and countertops:	_____	_____	_____
Vanity, medicine cabinet, mirror, light bar:	_____	_____	_____
Fan and cover:	_____	_____	_____
Toilet and toilet paper holder:	_____	_____	_____
Tub/shower:	_____	_____	_____
Towel bars:	_____	_____	_____
Light switches and GFCI outlets:	_____	_____	_____

**BEDROOM #1:**

Carpet:

---

Walls:

---

Windows and screens:

---

Shades/blinds (vertical/mini):

---

Switches and outlets:

---

Bedroom door, plus hardware:

---

Closet door, plus hardware:

---

**BEDROOM #2:**

Carpet:

---

Walls:

---

Windows and screens:

---

Shades/blinds (vertical/mini):

---

Switches and outlets:

---

Bedroom door, plus hardware:

---

Closet door, plus hardware:

---

**BEDROOM #3:**

Carpet:

---

Walls:

---

Windows and screens:

---

Shades/blinds (vertical/mini):

---

Switched and outlets:

---

Bedroom door, plus hardware:

---

Closet door, plus hardware:

---

**LIVING ROOM/GENERAL:**

Closets/closet doors (bi-pass, bi-fold, hollow):

---

Closet/closet door hardware:

---

Shades/blinds (vertical/mini):

---

Windows and screens:

---

Doors (interior and exterior), plus hardware:

---

Electrical controls/lighting and outlets:

\_\_\_\_\_

Furnace, water heater, and heat register:

\_\_\_\_\_

Patio slider and screen door:

\_\_\_\_\_

Air-conditioner/sleeves:

\_\_\_\_\_

Smoke and CO2 detector(s):

\_\_\_\_\_

Fire extinguisher (if applicable):

\_\_\_\_\_

**STORAGE ROOM:**

Locker condition:

\_\_\_\_\_

**GARAGE:**

Door, plus hardware:

\_\_\_\_\_

Walls – exterior:

\_\_\_\_\_

Walls – interior:

\_\_\_\_\_

Electrical – light (w/ or w/out outlet):

\_\_\_\_\_

**Tenant comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Keys:**

**Issued #:**

Apartment Door:

\_\_\_\_\_

Mailbox:

\_\_\_\_\_

Building Entry:

\_\_\_\_\_

Storage Room #:

\_\_\_\_\_

Locker #:

\_\_\_\_\_

Key:

\_\_\_\_\_

Garage #:

\_\_\_\_\_

Garage Key:

\_\_\_\_\_

Garage Opener:

\_\_\_\_\_