



# PHOENIX REALTY and PROPERTY MANAGEMENT, INC

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## INVENTORY & CONDITION FORM - DUE 3 DAYS AFTER MOVE-IN

Enter Tenant(s) Name(s) \_\_\_\_\_

Enter Address \_\_\_\_\_ Enter Date \_\_\_\_\_ (Move-In Date)

Enter Date \_\_\_\_\_ (Return By Date) \_\_\_\_\_ (Date Received) \_\_\_\_\_ (Received By)

^^ Office Use Only ^^

***\*\*This will be kept on file and will be used to evaluate  
the condition of the property upon move out\*\****

Existing damage to said property and equipment must be reported to Owner/Agent via this form BY THE DUE DATE SET FORTH ABOVE. Failure to do so shall be construed by Owner/Agent as the TENANT'S ACCEPTANCE of the property and equipment in 'AS IS' condition. Owner/Agent reserves the right to sole discretion with regard to the repair or replacement of items with existing damage. Owner/Agent reserves the right to sole discretion with regard to the definition of 'clean.'

***\*\*Return within 3 days to Phoenix Realty and Property Management.  
Contact information can be found above\*\****

ADDITIONAL/GENERAL COMMENTARY
# House Keys:
# Mail Keys:
# Garage Door Openers:
# Pool & Amenity Keys / Passes:
<i>Is there a lockbox on your door that needs to be removed? (Please circle) YES NO</i>

G = Good / F = Fair / P = Poor

LOCATION / ITEM	CONDITION G / F / P	EXPLAIN
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<b>ENTRY</b>		
Door		
Screen Door		
Fixtures / Switches		
Floor		
Baseboards		
Walls / Ceiling		
<b>LIVING ROOM</b>		<b>LOCATION / UPPER, LOWER, BASEMENT, ETC...</b>
Floor / Carpet		
Baseboards		
Walls / Ceiling		
Glass / Screens		
Blinds		
Fixtures / Switches		
Outlets		
<b>FAMILY ROOM</b>		<b>LOCATION / UPPER, LOWER, BASEMENT, ETC...</b>
Floor / Carpet		
Baseboards		
Walls / Ceiling		
Glass / Screens		
Blinds		
Outlets		
<b>DINING ROOM</b>		
Floor / Carpet		
Baseboards		
Walls / Ceiling		
Glass / Screens		
Blinds		
Fixtures / Switches		

Outlets		
<b>KITCHEN</b>		
Floor / Carpet		
Baseboards		
Walls / Ceiling		
Glass / Screens		
Blinds		
Fixtures / Switches		
Outlets		
Range / Oven		
Vent Hood / Microwave		
Dishwasher		
Refrigerator		
Sink / Disposal / Fixtures		
Cabs / Drawers		
Counters		

**G = Good / F = Fair / P = Poor**

<b>LOCATION / ITEM</b>	<b>CONDITION G / F / P</b>	<b>EXPLAIN</b>
<b>MASTER BED</b>		<b>LOCATION / UPPER, LOWER, BASEMENT, ETC...</b>
Floor / Carpet		
Baseboards		
Walls / Ceiling		
Glass / Screens		
Blinds		
Fixtures / Switches		
Outlets		
<b>MASTER BATH</b>		
Floor / Carpet		

Baseboards		
Walls / Ceiling		
Glass / Screens		
Blinds		
Fixtures / Switches		
Outlets		
Sink / Vanity		
Shower / Tile		
Tub / Tile		
Toilet & Tank		
Mirrors		
Medicine Cabinet		
Towel Rack		
Toilet Paper Holder		
<b>SECOND BED</b>		<b>LOCATION / UPPER, LOWER, BASEMENT, ETC...</b>
Floor / Carpet		
Baseboards		
Walls / Ceiling		
Glass / Screens		
Blinds		
Fixtures / Switches		
Outlets		
Closet & Doors		
<b>THIRD BED</b>		<b>LOCATION / UPPER, LOWER, BASEMENT, ETC...</b>
Floor / Carpet		
Baseboards		
Walls / Ceiling		
Glass / Screens		

Blinds		
Fixtures / Switches		
Outlets		
Closet & Doors		
<b>FOURTH BED</b>		<b>LOCATION / UPPER, LOWER, BASEMENT, ETC...</b>
Floor / Carpet		
Baseboards		
Walls / Ceiling		
Glass / Screens		
Blinds		
Fixtures / Switches Outlets		
Closet & Doors		

**G = Good / F = Fair / P = Poor**

<b>LOCATION / ITEM</b>	<b>CONDITION G / F / P</b>	<b>EXPLAIN</b>
<b>SECOND BATH</b>		<b>LOCATION / UPPER, LOWER, BASEMENT, ETC...</b>
Floor / Carpet		
Baseboards		
Walls / Ceiling		
Glass / Screens		
Blinds		
Fixtures / Switches		
Outlets		
Sink / Vanity		
Shower / Tile		
Tub / Tile		
Toilet & Tank		
Mirrors		
Medicine Cabinet		

Towel Rack		
Toilet Paper Holder		
<b>THIRD BATH</b>		<b>LOCATION / UPPER, LOWER, BASEMENT, ETC...</b>
Floor / Carpet		
Baseboards		
Walls / Ceiling		
Glass / Screens		
Blinds		
Fixtures / Switches		
Outlets		
Sink / Vanity		
Shower / Tile		
Tub / Tile		
Toilet & Tank		
Mirrors		
Medicine Cabinet		
Towel Rack		
Toilet Paper Holder		
<b>LAUNDRY ROOM</b>		
Floor / Carpet		
Baseboards		
Walls / Ceiling		
Glass / Screens		
Blinds		
Fixtures / Switches		
Outlets		
Closet & Doors		
Washer / Dryer		
Sink		

<b>HALLS / STAIRWAYS</b>		
Floor / Carpet		
Baseboards		
Walls / Ceiling		
Fixtures / Switches		
Outlets		
Closet & Doors		

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<b>LOCATION / ITEM</b>	<b>CONDITION G / F / P</b>	<b>EXPLAIN</b>
<b>BASEMENT</b>		
Floor / Carpet		
Baseboards		
Walls / Ceiling		
Fixtures / Switches		
Outlets		
Closet & Doors		
Crawl Space		
Water Heater		
Furnace & Filter		
<b>OFFICE / STUDY</b>		
Floor / Carpet		
Baseboards		
Walls / Ceiling		
Glass / Screens		
Blinds		
Fixtures / Switches		
Outlets		

Closet & Doors		
<b>GARAGE</b>		
Door Opener		
Remotes		
Mechanical Door		
Walls / Ceiling		
Floor		
Other Doors		
<b>FRONT YARD</b>		
<b>BACK YARD</b>		
<b>EXTERIOR SIDES</b>		
<b>MISCELLANEOUS</b>		
Smoke Detectors		
Fans		
Air Conditioning		
Driveway		
Decks / Patios		
Mailbox		
Outside Light Fixtures		
Door Bell		
CO Detectors		

**\*\*TENANT REQUESTED WORK TO BE DONE\*\***

*The previous section was simply to note the condition of the property. Please use the following section to describe any immediate work that you feel needs to be done to the property. Please be descriptive and precise. Once this sheet is turned in, Phoenix Realty and Property Management will review this section and make determinations on warranted repairs.*




\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Phone Number