



PHOENIX REALTY and PROPERTY MANAGEMENT, INC

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INVENTORY & CONDITION FORM - DUE 7 DAYS AFTER MOVE-IN

Name(s): _____

Address: _____

Move-In Date: _____

Return By: _____

(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.'

G = Good / F = Fair / P = Poor

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

Blinds		
Fixtures / Switches		
Outlets		
FAMILY ROOM		LOCATION / UPPER, LOWER, BASEMENT, ETC...
Floor / Carpet		
Baseboards		
Walls / Ceiling		
Glass / Screens		
Blinds		
Outlets		
DINING ROOM		
Floor / Carpet		
Baseboards		
Walls / Ceiling		
Glass / Screens		
Blinds		
Fixtures / Switches		
Outlets		
KITCHEN		
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

LOCATION / ITEM	CONDITION G / F / P	EXPLAIN
MASTER BED		
Floor / Carpet		LOCATION / UPPER, LOWER, BASEMENT, ETC...
Baseboards		
Walls / Ceiling		
Glass / Screens		
Blinds		
Fixtures / Switches		
Outlets		
MASTER BATH		
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		
SECOND BED		
Floor / Carpet		LOCATION / UPPER, LOWER, BASEMENT, ETC...
Baseboards		
Walls / Ceiling		
Glass / Screens		
Blinds		
Fixtures / Switches		
Outlets		
Closet & Doors		
THIRD BED		
Floor / Carpet		LOCATION / UPPER, LOWER, BASEMENT, ETC...

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

G = Good / F = Fair / P = Poor

LOCATION / ITEM	CONDITION G / F / P	EXPLAIN
SECOND BATH		LOCATION / UPPER, LOWER, BASEMENT, ETC...
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		
THIRD BATH		LOCATION / UPPER, LOWER, BASEMENT, ETC...
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		
LAUNDRY ROOM		
Floor / Carpet		
Baseboards		
Walls / Ceiling		
Glass / Screens		
Blinds		
Fixtures / Switches		
Outlets		
Closet & Doors		
Washer / Dryer		
Sink		
HALLS / STAIRWAYS		
Floor / Carpet		
Baseboards		
Walls / Ceiling		
Fixtures / Switches		
Outlets		
Closet & Doors		

G = Good / F = Fair / P = Poor

LOCATION / ITEM	CONDITION G / F / P	EXPLAIN
BASEMENT		
Floor / Carpet		
Baseboards		
Walls / Ceiling		

Fixtures / Switches		
Outlets		
Closet & Doors		
Crawl Space		
Water Heater		
Furnace & Filter		
OFFICE / STUDY		
Floor / Carpet		
Baseboards		
Walls / Ceiling		
Glass / Screens		
Blinds		
Fixtures / Switches		
Outlets		
Closet & Doors		
GARAGE		
Door Opener		
Remotes		
Mechanical Door		
Walls / Ceiling		
Floor		
Other Doors		
FRONT YARD		
BACK YARD		
EXTERIOR SIDES		
MISCELLANEOUS		
Smoke Detectors		
Fans		
Air Conditioning		
Driveway		
Decks / Patios		
Mailbox		
Outside Light Fixtures		
Door Bell		
CO Detectors		

ADDITIONAL / GENERAL COMMENTARY
House Keys:
Mail Keys:
Carpet Cleaning Receipt (Agent Only):
Garage Door Openers:
Pool & Amenity Keys / Passes:

****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