

Inventory and Inspection Record

This Inventory and Inspection Record (a.k.a. Move-in/Move-Out Condition Report) is part of the Lease Agreement dated **MARCH 18, 2020** between **HINEZ PROPERTY MANAGEMENT, LLC.**, "Landlord/Agent" and **ROBERT LANE AND PAMELA LANE**, "TENANT"

Tenant is renting from Landlord/Agent the premises located at:

1921 E. SAUK TRAIL, SAUK VILLAGE, IL 60411

Unit # (if applicable) _____

This addendum shall be and is incorporated into the Rental Agreement/Lease between Landlord/Agent and Tenant.

The Landlord/Manager and Tenant have each inspected the property listed above. Tenant understands that this Condition Report is a part of their Lease Agreement and will be used to document the condition of the dwelling upon gaining occupancy and upon vacating.

	Arrival Condition	Departure Condition
Living Room		
Floor and Floor Covering		
Walls and Ceiling		
Window(s)		
Window Covering(s)		
Lighting Fixture(s)/Fans		
Door(s)/Hardware	Front door gap weatherstrip	
Heating		
Outlets/Switches	DAMAGE TO SIDE OUTLET	
Smoke Alarms/CO Alarms		
Other	Paint roll under stairs	

	Arrival Condition	Departure Condition
Dining Room		
Floor and Floor Covering		
Walls and Ceiling		
Window(s)	PLEASE ✓ SKYLIGHT FOR LEAKS	
Window Covering(s)		
Lighting Fixture(s)/Fans		
Door(s)/Hardware		
Heating		
Outlets/Switches		
Smoke Alarms/CO Alarms		
Other	2 holes in beam across ceiling	

	Arrival Condition	Departure Condition
Kitchen/Other		
Floors/Floor Coverings	SCRATCHES BY STOVE	
Walls and Ceiling/Caulking	CHIPPED CEILING/W CHIPPED PAINT	
Window(s)	Painted Shut	
Window Covering(s)		
Lighting Fixture(s)/Fans		
Door(s)/Hardware		
Heating		
Outlets/Switches		
Smoke Alarms/CO Alarms		
Cabinets/Hardware		
Refrigerator	Ice maker/water ^{not} working	
Stove/Oven		
Stove Vent	Not working	
Microwave		
Dishwasher		
Sink/Fixtures/Plumbing		
Counter		
Garbage Disposal	N/A	
Washer/Dryer	N/A	
Dryer Vent	N/A	
Other		

	Arrival Condition	Departure Condition
Bathroom(s) 1		
Floors/Floor Coverings		
Walls and Ceiling/Caulking		
Window(s)		
Window Covering(s)		
Lighting Fixture(s)/Fans		
Door(s)/Hardware	CLOSET DOORS STICK	
Heating	DOOR NEEDS SHAVING	
Outlets/Switches		
Smoke Alarms/CO Alarms		
Cabinet(s)/Hardware		
Counter Surfaces		
Sink/Fixtures/Plumbing		
Bathtub/Shower/Fixtures		
Toilet		
Other	NO VENTING	

	Arrival Condition	Departure Condition
Bathroom(s) 2		
Floors/Floor Coverings		
Walls and Ceiling/Caulking		
Window(s)		
Window Covering(s)		
Lighting Fixture(s)/Fans		
Door(s)/Hardware		
Heating		
Outlets/Switches		
Smoke Alarms/CO Alarms		
Cabinet(s)/Hardware		
Counter Surfaces		
Sink/Fixtures/Plumbing		
Bathtub/Shower/Fixtures	FIXTURE TO BIG FOR	
Toilet	TUB AREA	
Other	WATER HITS FLOOR AREA	

WHEN SHOWERING

	Arrival Condition	Departure Condition
Bedroom <i>Master</i>		
Floor and Floor Covering		
Walls and Ceiling		
Window(s)		
Window Covering(s)		
Lighting Fixture(s)/Fans		
Door(s)/Hardware	chipped paint	
Heating		
Outlets/Switches		
Smoke Alarms/CO Alarms		
Other	Paper on bottom	

	Arrival Condition	Departure Condition
Bedroom/Other <i>1st Floor</i>		
Floor and Floor Covering		
Walls and Ceiling		
Window(s)		
Window Covering(s)		
Lighting Fixture(s)/Fans		
Door(s)/Hardware		
Heating		
Outlets/Switches		
Smoke Alarms/CO Alarms		
Closet	Doors need shaving	
Other		

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	Arrival Condition	Departure Condition
Bedroom/Other <u>Middle</u>		
Floor and Floor Covering		
Walls and Ceiling		
Window(s)		
Window Covering(s)		
Lighting Fixture(s)/Fans		
Door(s)/Hardware		
Heating		
Outlets/Switches		
Smoke Alarms/CO Alarms		
Closet	<u>Light pull chain</u>	
Other		

	Arrival Condition	Departure Condition
Bedroom/Other <u>3 upstairs</u>		
Floor and Floor Covering		
Walls and Ceiling		
Window(s)		
Window Covering(s)		
Lighting Fixture(s)/Fans		
Door(s)/Hardware		
Heating		
Outlets/Switches		
Smoke Alarms/CO Alarms		
Closet	<u>Need pull chains both</u>	
Other	<u>Make sure globe lights work</u>	

	Arrival Condition	Departure Condition
Basement/Other _____		
Floor and Floor Covering	<u>SCRATCH ON FLOOR FROM</u>	
Walls and Ceiling	<u>LAUNDRY TO GARAGE BELIEVE FROM DRYER</u>	
Window(s)		
Window Covering(s)		
Lighting Fixture(s)/Fans		
Door(s)/Hardware		
Heating		
Outlets/Switches		
Smoke Alarms/CO Alarms		
Closet		
Other		

	Arrival Condition	Departure Condition
Other		
Exterior of Building	OUTSIDE WASH/HOUSE	
Lawn/Garden		
Driveway/Walkways		
Garage		
Porch		
# of Keys Received:	Door ___ Garage ___ Mailbox ___ Other ___	Door ___ Garage ___ Mailbox ___ Other ___
Other		

Comments:

Move-in Inspection

Date of Move-In Inspection by Hinez Property Management, LLC.: ____/____/____

Landlord/Manager Signature _____ Date: _____

Date of Move-In Inspection by Tenants: ____/____/____

Tenant Signature _____ Date: _____

Tenant Signature _____ Date: _____

Tenant Signature _____ Date: _____

Tenant Signature _____ Date: _____

Move-Out Inspection

Date of Move-In Inspection by Hinez Property Management, LLC.: ____/____/____

Landlord/Manager Signature _____ Date: _____

Date of Move-In Inspection by Tenants: ____/____/____

Tenant Signature _____ Date: _____

Tenant Signature _____ Date: _____

Tenant Signature _____ Date: _____

Tenant Signature _____ Date: _____

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