

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 _____ between **HINEZ PROPERTY MANAGEMENT, LLC.**, "Landlord/Agent"

and _____, "TENANT"

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

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 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		
Heating		
Outlets/Switches		
Smoke Alarms/CO Alarms		
Other		

	Arrival Condition	Departure Condition
Dining Room		
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		
Other		

	Arrival Condition	Departure Condition
Kitchen/Other		
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		
Cabinets/Hardware		
Refrigerator		
Stove/Oven		
Stove Vent		
Microwave		
Dishwasher		
Sink/Fixtures/Plumbing		
Counter		
Garbage Disposal		
Washer/Dryer		
Dryer Vent		
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		
Heating		
Outlets/Switches		
Smoke Alarms/CO Alarms		
Cabinet(s)/Hardware		
Counter Surfaces		
Sink/Fixtures/Plumbing		
Bathtub/Shower/Fixtures		
Toilet		
Other		

	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		
Toilet		
Other		

	Arrival Condition	Departure Condition
Bedroom		
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		
Other		

	Arrival Condition	Departure Condition
<u>Bedroom/Other</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		
Other		

	Arrival Condition	Departure Condition
Bedroom/Other _____		
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		
Other		

	Arrival Condition	Departure Condition
Bedroom/Other _____		
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		
Other		

	Arrival Condition	Departure Condition
Basement/Other _____		
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		
Other		

	Arrival Condition	Departure Condition
Other		
Exterior of Building		
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: _____