RESIDENTIAL LEASE INVENTORY AND CONDITION FORM

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INVENTORY AND CONDITION FORM CONCERNING THE PROPERTY AT _____

_____

Complete the move-in section of this form and return it to your Landlord within the time required by your lease. All items are presumed to be in good condition unless noted otherwise. Test all locks, window latches, smoke alarms, and equipment. This form is not a repair request. Submit all requests for repairs separately in accordance with your lease. The Landlord may also use this form upon move-out. Keep a copy for your records. *Note any defects in the items listed below.*

A. Exterior Items	Move-In Comments	Landlord's Move-Out Comments
Mailbox		
Fences & Gates		
Pool/Spa & Equip.		
Lawn, Trees & Shrubs		
Undgrd. Lawn Sprinkler		
Exterior Faucets		
Roof & Gutters		
Siding & Paint		
Driveway		
Front Door		
Door Knob & Lock		
Light/Bulb		
Door Bell		
Back Door		
Door Knob & Lock		
Light/Bulb		
Patio or Deck		
Patio Door		
Door Knob & Lock		
Light/Bulb		
Other		

Water Shut-Off Valve Located? ☐ yes ☐ no Electrical Breakers Located? ☐ yes ☐ no

B. Garage	Move-In Comments	Landlord's Move-Out Comments
Ceilings & Walls		
Floor		
Auto Door Opener		
Safety Reversal		
Remotes		
Garage Doors		
Exterior Doors & Stops		
Storage Room		
Other		

Golden Key Real Estate & Investments, LLC, 4129 N 22nd St Ste 1 McAllen TX 78504 Phone: 9568009490 Fax:
Jovanna Saenz

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C. Entry	Move-In Comments	Landlord's Move-Out Comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Light Fixtures		
Windows & Screens		
Window Latches		
Plugs & Switches		
Closet Shelves & Rods		
Other		

D. Living Room	Move-In Comments	Landlord's Move-Out Comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Window Latches		
Window Coverings		
Plugs & Switches		
Cabinets		
Fireplace		
Other		

E. Dining Room	Move-In Comments	Landlord's Move-Out Comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Window Latches		
Window Coverings		
Plugs & Switches		
Cabinets		
Other		

F. Kitchen & Breakfast	Move-In Comments	Landlord's Move-Out Comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Window Latches		
Window Coverings		

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F. Kitchen & Breakfast (cont.)	Move-In Comments	Landlord's Move-Out Comments
Plugs & Switches		
Pantry & Shelves		
Cabinets & Handles		
Drawers & Handles		
Countertops		
Range/Cooktop		
Microwave		
Dishwasher		
Oven		
Racks & Knobs		
Broiler & Pan		
Light Cover & Bulb		
Vent Hood		
Light & Fan		
Filter		
Garbage Disposer		
Sink & Faucet		
Refrigerator		
Shelves & Drawers		
Light Cover & Bulb		
Other		

G. Halls	Move-In Comments	Landlord's Move-Out Comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Light Fixtures		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
Other		

H. Family Room	Move-In Comments	Landlord's Move-Out Comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Window Latches		
Window Coverings		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
Fireplace/Logs/Equip.		
Other		

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I. Primary Bedroom (1)	Move-In Comments	Landlord's Move-Out Comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Window Latches		
Window Coverings		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
Other		

J. Primary Bathroom (1)	Move-In Comments	Landlord's Move-Out Comments
Ceiling & Walls		
Paint & Wallpaper		
Doors/Locks/Knobs/Stops		
Flooring		
Lights & Fans		
Windows & Screens		
Window Latches		
Window Coverings		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets & Handles		
Countertops		
Sinks & Faucets		
Tub/Shower & Faucets		
Toilet/Lid/Seat/Paper Hldr.		
Heaters & Exhaust Fans		
Towel Fixtures		
Other		

K. Bedroom (2)	Move-In Comments	Landlord's Move-Out Comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Window Latches		
Window Coverings		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
Other		

L. Bedroom (3)	Move-In Comments	Landlord's Move-Out Comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Window Latches		
Window Coverings		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
Other		

M. Bedroom (4)	Move-In Comments	Landlord's Move-Out Comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Window Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
Other		

N. Bathroom (2)	Move-In Comments	Landlord's Move-Out Comments
Ceiling & Walls		
Paint & Wallpaper		
Doors/Locks/Knobs/Stops		
Flooring		
Light Fixtures		
Windows & Screens		
Window Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets & Handles		
Countertops		
Sinks & Faucets		
Tub/Shower & Faucets		
Toilet/Lid/Seat/Paper Hldr.		
Heaters & Exhaust Fans		
Towel Fixtures		
Other		

O. Bathroom (3)	Move-In Comments	Landlord's Move-Out Comments
Ceiling & Walls		
Paint & Wallpaper		
Doors/Locks/Knobs/Stops		
Flooring		
Light Fixtures		
Windows & Screens		
Window Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets & Handles		
Countertops		
Sinks & Faucets		
Tub/Shower & Faucets		
Toilet/Lid/Seat/Paper Hldr.		
Heaters & Exhaust Fans		
Towel Fixtures		
Other		

P. Utility Room	Move-In Comments	Landlord's Move-Out Comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Light Fixtures		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets & Handles		
Countertops		
Sinks & Faucets		
Washer & Dryer		
W & D Connections		
Other		

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Inventory and Condition Form concerning _____

Q. Other	Move-In Comments	Landlord's Move-Out Comments
Central A/C & Heat		
Filter		
Thermostat		
Window A/C Units		
Space or Wall Heaters		
Water Heater		
Water Softener		
Alarm System		
Central Vacuum		
Other		

Smoke Alarms: No. of Units: _____ Tested? ☐ yes ☐ no Working? ☐ yes ☐ no
Door Locks on all exterior doors tested? (including but not limited to patio doors, door from house to garage, front door, and rear doors) ☐ yes ☐ no Working? ☐ yes ☐ no

R. Number of Keys:	Received	Returned		Received	Returned
Door keys:			Garage Door Remotes:		
Mailbox keys:			Laundry Room Keys:		
Security Cards:			Recreational Facilities Keys/Cards:		
Gate Keys:			Other _____ :		

THIS FORM IS NOT A REPAIR REQUEST. SUBMIT ALL REQUESTS FOR REPAIRS SEPARATELY IN ACCORDANCE WITH YOUR LEASE. The undersigned acknowledge that the above is an accurate assessment of the condition of the property as of the date signed.

_____ _____
Tenant Date Tenant Date
Ph: (c) _____ (alt) _____ Ph: (c) _____ (alt) _____
E-mail: _____ E-mail: _____

_____ _____
Tenant Date Tenant Date
Ph: (c) _____ (alt) _____ Ph: (c) _____ (alt) _____
E-mail: _____ E-mail: _____

For Landlord's Use:

This form was received by Landlord's on _____ (date)

_____
(Landlord's or Manager's signature)

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