

# RENTAL PROPERTY INSPECTION REPORT

Move in inspection date: \_\_\_\_\_

Move out inspection date: \_\_\_\_\_

## RENTAL PROPERTY DETAILS

Address: \_\_\_\_\_

Possession date: \_\_\_\_\_

## LANDLORD DETAILS

Name(s): \_\_\_\_\_

Property manager (if applicable): \_\_\_\_\_

Address for receiving notices: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## TENANT DETAILS

Name(s): \_\_\_\_\_

Agent name (if applicable): \_\_\_\_\_

Forwarding address (after move out): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_



With the tenant present, examine the property and describe any damage in the relevant comment section. Use the checkboxes to indicate satisfactory condition.

	CONDITION AT MOVE IN	CONDITION AT MOVE OUT
ENTRY	<input type="checkbox"/> Acceptable  Comments	<input type="checkbox"/> Acceptable  Comments
LIVING ROOM	<input type="checkbox"/> Acceptable  Comments	<input type="checkbox"/> Acceptable  Comments
DINING ROOM	<input type="checkbox"/> Acceptable  Comments	<input type="checkbox"/> Acceptable  Comments

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	CONDITION AT MOVE IN	CONDITION AT MOVE OUT
KITCHEN	<input style="width: 40px; height: 20px;" type="checkbox"/> Acceptable  Comments	<input style="width: 40px; height: 20px;" type="checkbox"/> Acceptable  Comments
STAIRWELL(S)	<input style="width: 40px; height: 20px;" type="checkbox"/> Acceptable  Comments	<input style="width: 40px; height: 20px;" type="checkbox"/> Acceptable  Comments
HALLWAY(S)	<input style="width: 40px; height: 20px;" type="checkbox"/> Acceptable  Comments	<input style="width: 40px; height: 20px;" type="checkbox"/> Acceptable  Comments
BATHROOM(S)	<input style="width: 40px; height: 20px;" type="checkbox"/> Acceptable  Comments	<input style="width: 40px; height: 20px;" type="checkbox"/> Acceptable  Comments
BEDROOM(S)	<input style="width: 40px; height: 20px;" type="checkbox"/> Acceptable  Comments	<input style="width: 40px; height: 20px;" type="checkbox"/> Acceptable  Comments
STORAGE CLOSET(S)	<input style="width: 40px; height: 20px;" type="checkbox"/> Acceptable  Comments	<input style="width: 40px; height: 20px;" type="checkbox"/> Acceptable  Comments
BASEMENT	<input style="width: 40px; height: 20px;" type="checkbox"/> Acceptable  Comments	<input style="width: 40px; height: 20px;" type="checkbox"/> Acceptable  Comments
UTILITY ROOM	<input style="width: 40px; height: 20px;" type="checkbox"/> Acceptable  Comments	<input style="width: 40px; height: 20px;" type="checkbox"/> Acceptable  Comments

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	CONDITION AT MOVE IN	CONDITION AT MOVE OUT
BALCONY/DECK/PATIO	<div style="border: 1px solid black; width: 40px; height: 20px; margin-bottom: 5px;"></div> Acceptable  Comments	<div style="border: 1px solid black; width: 40px; height: 20px; margin-bottom: 5px;"></div> Acceptable  Comments
EXTERIOR	<div style="border: 1px solid black; width: 40px; height: 20px; margin-bottom: 5px;"></div> Acceptable  Comments	<div style="border: 1px solid black; width: 40px; height: 20px; margin-bottom: 5px;"></div> Acceptable  Comments
GARAGE/PARKING	<div style="border: 1px solid black; width: 40px; height: 20px; margin-bottom: 5px;"></div> Acceptable  Comments	<div style="border: 1px solid black; width: 40px; height: 20px; margin-bottom: 5px;"></div> Acceptable  Comments
APPLIANCES	<div style="border: 1px solid black; width: 40px; height: 20px; margin-bottom: 5px;"></div> Acceptable  Comments	<div style="border: 1px solid black; width: 40px; height: 20px; margin-bottom: 5px;"></div> Acceptable  Comments
OTHER	Comments	Comments
NUMBER OF KEYS AND/OR CONTROLS	Comments	Comments



With the tenant present, make sure to test all smoke alarms, carbon monoxide detectors, and fire extinguishers to ensure they are in working condition.

ADDITIONAL COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# RENTAL PROPERTY INSPECTION REPORT



TO BE COMPLETED UPON MOVE IN INSPECTION

## REPAIRS TO BE COMPLETED AT START OF TENANCY:

<input type="checkbox"/>	Fixed	Tenant initials	Description of repair	Date fixed
<input type="checkbox"/>	Fixed	Tenant initials	Description of repair	Date fixed
<input type="checkbox"/>	Fixed	Tenant initials	Description of repair	Date fixed
<input type="checkbox"/>	Fixed	Tenant initials	Description of repair	Date fixed
<input type="checkbox"/>	Fixed	Tenant initials	Description of repair	Date fixed

## ACCEPTANCE OF INSPECTION REPORT:

I \_\_\_\_\_  
Tenant name

AGREE that this report fairly represents the condition of the rental property and that all smoke alarms, carbon monoxide alarms, and fire extinguishers were tested in my presence and their testing procedure was explained to me.

OR

DO NOT AGREE that this report fairly represents the condition of the rental property for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signing date

\_\_\_\_\_  
Signature of Landlord or Landlord's Agent

\_\_\_\_\_  
Signature of Tenant or Tenant's Agent

# RENTAL PROPERTY INSPECTION REPORT



TO BE COMPLETED UPON MOVE OUT INSPECTION

## DAMAGE NOTED UPON MOVE OUT INSPECTION:

Tenant initials	Description of damage
Tenant initials	Description of damage
Tenant initials	Description of damage
Tenant initials	Description of damage

## ACCEPTANCE OF INSPECTION REPORT:

I \_\_\_\_\_  
Tenant name

AGREE that this report fairly represents the condition of the rental property.

OR

DO NOT AGREE that this report fairly represents the condition of the rental property for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signing date

\_\_\_\_\_  
Signature of Landlord or Landlord's Agent

\_\_\_\_\_  
Signature of Tenant or Tenant's Agent

## AUTHORIZATION FOR DEDUCTIONS:

I \_\_\_\_\_ agree to the following deductions:  
Name of Tenant or Tenant's Agent

\$ \_\_\_\_\_  
Deducted from security deposit

\$ \_\_\_\_\_  
Deducted from pet deposit

\_\_\_\_\_  
Signing date

\_\_\_\_\_  
Signature of Tenant or Tenant's Agent

# RENTAL PROPERTY INSPECTION REPORT



## LANDLORD'S ADDITIONAL COMMENTS

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\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Landlord or Landlord's Agent



## TENANT'S ADDITIONAL COMMENTS

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\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Tenant or Tenant's Agent

# RENTAL PROPERTY INSPECTION TIPS



## HOW TO USE YOUR RENTAL INSPECTION REPORT

1. Complete the initial inspection with the tenant, ideally before the possession date.
2. Make sure each party receives a copy of the completed Rental Inspection Report as soon as possible.
3. Store the report in a safe place to be used again during the move out inspection. It is a good idea to keep the report for at least three years, in case of a dispute.
4. After conducting the move out inspection with the tenant, be sure to have the tenant sign and initial their acknowledgement of any damage and corresponding deductions to their deposits, if applicable.



If the tenant or the tenant's agent is not present for the inspection, or they refuse to sign the report, be sure to note this fact on the "additional comments" page.

It is also recommended that you check with the organization that governs your jurisdiction's residential tenancies to ensure you are complying with any special requirements they may have for this situation.



## PRACTICAL TIPS

- When in doubt, write it down. It is better to have too much detail than not enough.
- Ideally inspections should be done during the day when the property is clean and vacant to make observation easier.
- Consider bringing a camera with you so that you can take pictures of any damage. Attach the photos to this form and have both parties sign and date the back of each one. You may also find it useful to bring a flashlight, stool, multi-tip screwdriver, and an outlet tester.
- Remember to turn the appliances on and check that they are operational.
- If pets are present, keep them secured during the inspection.
- Remember to check ceilings, floors, and window frames for water stains or mold.
- Remind the tenant of any restrictions on modifications to the property, such as painting or hanging fixtures.
- Remind the tenant of any expectations regarding behavior. For example: smoking, potted plants, pets, etc.
- Discuss the process for determining violations that will lead to security/pet deposit deductions.
- Remember that the security deposit cannot be used to cover regular wear and tear damage. For example, worn out carpet, scratches on light switches from ordinary use, etc.

# COMPLETING YOUR LEASE PACKAGE



## Why is it important to complete your rental package?

You need more than an Inspection Report to fully manage and protect yourself when leasing property. From signing your lease agreement to amending terms or evicting tenants, all the documents you need, along with explanatory help, are available for free at [LawDepot](http://www.lawdepot.com).



## Related Documents

The following documents will help you to protect yourself when leasing property:

- **Residential Lease**  
Used for residential property to provide proof of the terms of your lease agreement. This is the most important document in your lease package.  
<http://www.lawdepot.com/contracts/residential-lease/>
- **Commercial Lease**  
Used if you are leasing commercial property to provide proof of the terms of your agreement.  
<http://www.lawdepot.com/contracts/commercial-lease/>
- **Lease Amendment**  
Use this document if you need to make changes to a lease that is already in effect.  
<http://www.lawdepot.com/contracts/lease-amendment/>
- **Rental Application**  
Proactively screen applicants by collecting information before you enter into a binding contract.  
<http://www.lawdepot.com/contracts/rental-application-form/>
- **Eviction and Lease Notices**  
If you need to evict the tenant or give notice of an increase in rent.  
<http://www.lawdepot.com/contracts/eviction-notice-landlord-forms/>
- **Additional Landlord and Tenant Forms**  
Don't see what you need here? We have a full suite of landlord and tenant documents in our real estate category page.  
<http://www.lawdepot.com/contracts/groups/lease/>

Know someone who could use free legal resources?

Tell your friends using the links below:

