



P.O. BOX 704  
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# General Property, Inc.

<http://www.general-property.com>

**PREMISES INVENTORY AND INSPECTION**

*This document is your statement of condition of the property you are moving into. Please complete all areas where applicable, making remarks for each item. You may be charged at move-out for any items not noted on this form.*

<b>DATE</b>	<b>UNIT ADDRESS</b>
<b>BEDROOM 1</b>	<i>Describe location of bedroom</i>
Walls/Woodwork	
Carpet	
Window and Track	
Window Blinds	
Window Screens	
Doors	
Closets/Shelves	
Light Bulbs/Covers	
Smoke Alarm/Battery	
Ceiling Fan	
Other	
<b>BEDROOM 2</b>	<i>Describe location of bedroom</i>
Walls/Woodwork	
Carpet	
Window and Track	
Window Blinds	
Window Screens	
Doors	
Closets/Shelves	
Light Bulbs/Covers	
Smoke Alarm/Battery	
Ceiling Fan	
Other	
<b>BEDROOM 3</b>	<i>Describe location of bedroom</i>
Walls/Woodwork	
Carpet	
Window and Track	
Window Blinds	
Window Screens	
Doors	
Closets/Shelves	
Light Bulbs/Covers	
Smoke Alarm/Battery	
Ceiling Fan	
Other	

<b>BEDROOM 4</b>	<i>Describe location of bedroom</i>
Walls/Woodwork	
Carpet	
Window and Track	
Window Blinds	
Window Screens	
Doors	
Closets/Shelves	
Light Bulbs/Covers	
Smoke Alarm/Battery	
Ceiling Fan	
Other	
<b>BATHROOM 1</b>	<i>Describe location of bathroom</i>
Sink/counter top	
Faucet(s)	
Mirror	
Cabinet/Drawers	
Fixtures	
Toilet	
Shower/Curtain Rod	
Drains	
Light Bulbs/Covers	
Vent Fan/Cover	
Floors	
Walls/Woodwork	
Other	
<b>BATHROOM 2</b>	<i>Describe location of bathroom</i>
Sink/counter top	
Faucet(s)	
Mirror	
Cabinet/Drawers	
Fixtures	
Toilet	
Shower/Curtain Rod	
Drains	
Light Bulbs/Covers	
Vent Fan/Cover	
Floors	
Walls/Woodwork	
Other	
<b>BATHROOM 3</b>	<i>Describe location of bathroom</i>
Sink/counter top	
Faucet(s)	
Mirror	
Cabinet/Drawers	
Fixtures	

Toilet	
Shower/Curtain Rod	
Drains	
Light Bulbs/Covers	
Vent Fan/Cover	
Floors	
Walls/Woodwork	
Other	
<b>BATHROOM 4</b>	<i>Describe location of bathroom</i>
Sink/counter top	
Faucet(s)	
Mirror	
Cabinet/Drawers	
Fixtures	
Toilet	
Shower/Curtain Rod	
Drains	
Light Bulbs/Covers	
Vent Fan/Cover	
Floors	
Walls/Woodwork	
Other	
<b>LIVING ROOM</b>	
Carpets	
Walls/Woodwork	
Window and Track	
Window Blinds	
Window Screens	
Smoke Alarm/Battery	
Light Bulbs/Covers	
Ceiling Fan	
Closet/Shelf	
Other	
<b>KITCHEN</b>	
Floor	
Sinks/Drains	
Disposal	
Range Hood	
Hood Fan/Light/Filter	
Stove/Oven Clean	
Refrigerator/Light	
Dishwasher	
Countertops	
Cabinets/Drawers	
Window and Track	
Walls/Woodwork	

Window Blinds	
Window Screens	
Light Bulbs/Covers	
Fire Extinguisher	
Other	
<b>GENERAL</b>	
Deck/Sliding Door	
Front Door/Entry Deck	
Stairway	
Halls/Closets/Shelves	
Utility Closet	
Garage Door/Opener	
Late Checkout	

**Move In Statements:**

Landlord and Tenant(s) hereby acknowledge that they have each read this checklist and agree to the property's condition as stated above. Tenant(s) acknowledges the condition of the property to be in good repair with exception to the items stated above, if any. Tenant(s) further acknowledges that charges may be assessed to Tenant(s), at the Landlord's option, for any damages not noted above. Tenant(s) agrees to replace smoke alarm batteries as necessary, and agrees to test the smoke detectors at least once every month and report any problems to Landlord in writing.

**KEY RECEIPT STATEMENT**

Main Entrance	Qty.
Garage Entrance	Qty.
Mail	Qty.
Other	Describe Qty.

**NEW CONTACT INFORMATION**

New Main Telephone #	
Cell 1, Cell 2	
Cell 3, Cell 4	
Email Address	

By: General Property, Inc.

\_\_\_\_\_  
Agent Date

By: Tenant(s)

\_\_\_\_\_  
Tenant 1 Date

\_\_\_\_\_  
Tenant 3 Date

\_\_\_\_\_  
Tenant 2 Date

\_\_\_\_\_  
Tenant 4 Date