



# ***Renting a Home***

## ***Verifying the Condition of the Rental Unit***

# ***Renting a Home: Verifying the Condition of the Rental Unit***

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Some problems between landlords and tenants come from a lack of accurate records of the rental property's condition at the time the tenant moves in. You can minimize these problems by using a Property Inventory & Condition Report Work Sheet at the time you sign a rental contract.

Complete the report in the presence of the landlord or have it ready for the walk through of the unit. You and your landlord should sign and date a copy of the report. This means you both acknowledge that it represents an accurate statement of the property involved under the terms of the contract. Taking this step can help reduce the likelihood of disputes about the condition of items and the return of the security deposit when you end the lease.

When you are ready to end the lease, make a copy of the Property Inventory & Condition Report you completed at lease signing. Use this copy as a move-out checklist. Complete the report in the presence of the landlord. Again, both of you should sign and date it with the acknowledgement that it is a correct statement of the property. This should make the return of the security deposit free of disputes. Remember, no deposit can be kept to cover normal wear and tear. You must leave the unit clean. Leaving a place dirty is not considered normal wear and tear.

In addition to completing this work sheet, you could videotape or photograph the appliances and systems. Include the inside of the oven, refrigerator, cabinets and closets. Photograph

the walls, floors and fixtures. Do the same for the basement, attic, storage or other buildings, the front and back yards and the porch.

Getting your deposit back can be more difficult with a house rental. In addition to all the interior items that must be cleaned, you will have to make sure that trash is removed from the yard, basement, attic or other storage spaces are empty and clean, any damage to the structure is repaired, and landscaping is in order.

When you move out, use the Property Inventory & Condition Report Work Sheet to record the number and condition of all the things you did during move in plus any items that were added under the lease during your stay. The property condition checklist provided here can be used for move in and move out inspections.

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## Property Inventory & Condition Report Work Sheet

Address \_\_\_\_\_

Apt. # \_\_\_\_\_

Move-in Condition Date: \_\_\_\_\_

Move-out Condition Date: \_\_\_\_\_

### Condition of walls (holes, marks, stains, hooks/nails)

Move In

Move Out

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

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

### Condition of floors/carpets (stains, burns, holes, snags, worn)

Move In

Move Out

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

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

	Move In		Move Out
Carpet shampooed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Condition of ceilings (stains, holes, cracked plaster, other damage)

Move In

Move Out

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

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

### Condition of windows (dirty, missing locks or storm windows, broken glass or frames)

Move In

Move Out

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

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

## Property Inventory & Condition Report Work Sheet (Cont.)

### Smoke Detectors (Note battery condition)

	Move In		Move Out	
Unit 1 Tested & Works	__ Yes	__ No	__ Yes	__ No
Unit 2 Tested & Works	__ Yes	__ No	__ Yes	__ No
Unit 3 Tested & Works	__ Yes	__ No	__ Yes	__ No

### Carbon Monoxide Detectors (Note battery condition)

	Move In		Move Out	
Unit 1 Tested & Works	__ Yes	__ No	__ Yes	__ No
Unit 2 Tested & Works	__ Yes	__ No	__ Yes	__ No
Unit 3 Tested & Works	__ Yes	__ No	__ Yes	__ No
Fire Extinguisher	__ Yes	__ No	__ Yes	__ No
Fully charged	__ Yes	__ No	__ Yes	__ No

### Appliances/Fixtures (dirty, damaged, inoperable, missing or has missing parts)

	Move In	Move Out
Refrigerator	_____	_____
Oven/Range	_____	_____
Garbage disposal	_____	_____
Microwave	_____	_____
Washer/Dryer	_____	_____
Kitchen counters	_____	_____
Kitchen cabinets	_____	_____
Kitchen sink	_____	_____
Dishwasher	_____	_____

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## Property Inventory & Condition Report Work Sheet (Cont.)

	Move In	Move Out
Kitchen exhaust fan		
Bathroom fan		
Bathroom sink		
Toilet		
Tub/Shower		
Air conditioner		
Light fixtures		
# of Light bulbs		
#Mirrors		
#Chain locks		
#Towel bars		

**Furniture Inventory: Indicate how many of each:**

	Move In	Move Out
Sofa		
Living room chairs		
Coffee or end tables		
Dining Table		
Dining Chairs		
Beds		
Dressers		
Desks		
Desk Chairs		
Drapes/Blinds		

**Property Inventory & Condition Report Work Sheet (Cont.)**

	Move In	Move Out
Lamps	_____	_____
Screens	_____	_____
Bookshelves	_____	_____
Other: _____	_____	_____
Other: _____	_____	_____
Other: _____	_____	_____
Other: _____	_____	_____
Other: _____	_____	_____

**List all damage to above furniture (scratches, burns, upholstery worn, missing parts, etc.):**

Move In	Move Out
_____	_____
_____	_____
_____	_____
_____	_____

This is a true and complete report of the property inventory and condition. There are/are not additional pages attached to and are a part of this report.

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Landlord/Witness: \_\_\_\_\_ Date: \_\_\_\_\_

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*This resource is one in a series on Renting a Home which include:*

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What Can You Afford?  
What Do You Want?

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Comparing Rental Units  
Renting a House  
Renting With an Option to Buy

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The Rental Application  
Your Right to Fair Housing  
Rental Contracts

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Regulation of Rental Contracts  
New Mexico Rental Law  
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Renters Insurance  
Verifying the Condition of the Rental Unit

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