

APARTMENT INVENTORY CHECKLIST

NAME _____

DATE _____

4908 APT # _____

4912 APT # _____

Please complete this checklist, noting the condition of the rental property and return it to the Student Center Housing office within 7 (seven) days after obtaining possession of the rental unit. You are also entitled to request and receive a copy of the last termination inventory checklist which shows what claims were chargeable to the previous tenant.

OK	MISSING	DAMAGED	ITEMS INSPECTED (page 1 of 4)	COMMENTS
			KITCHEN	
			Range (with 2 oven racks & broiler pan)	
			Refrigerator (racks, crisper draws)	
			Disposal with drain cover	
			Dishwasher (silverware basket)	
			Ceiling fixture	
			Cupboards	
			Sink & Faucet	
			Vinyl floor	
			Counter tops	
			Ceiling	
			Walls (nail holes / adhesive marks)	
			DINING AREA	
			Light fixture (cover)	
			Dining table	
			4 Chairs	
			Ceiling	
			Walls (nail holes / adhesive marks)	

OK	MISSING	DAMAGED	ITEMS INSPECTED (page 2 of 4)	COMMENTS
			LIVING ROOM	
			(1) Sofa	
			(1) Love Seat	
			Floor Lamp	
			(1) Desk w/ chair and desk lamp	
			(1) Shelf	
			Windows with (2) Screens	
			Sliding Door with Screen (optional)	
			Drapes	
			Ceiling	
			Walls (nail holes / adhesive marks)	
			HALL & STORAGE CLOSETS	
			(2) Bi-fold doors, shelf, rack	
			(2) Linen bi-fold doors & 4 shelves	
			Furnace & Storage door (holes)	
			Light glass globe	
			Ceiling	
			Walls (nail holes / adhesive marks)	
			BEDROOM ONE	
			(1-2) Bed frames w/springs & pins	
			(1-2) Mattresses	
			(1) Dresser	
			(1) Desk w/chair & desk lamp	
			(1) Bookshelf with (2) shelves	
			(4) Closet Bi-fold doors	

OK	MISSING	DAMAGED	ITEMS INSPECTED (page 3 of 4)	COMMENTS
			Shelf & clothes rack (1- per closet)	
			Hanging light fixture w/ bulb	
			Window with screen	
			Drapes	
			Room door (holes)	
			Ceiling	
			Walls (nail holes / adhesive marks)	
			BEDROOM TWO	
			(1-2) Bed frames w/springs & pins	
			(1-2) Mattresses	
			(1) Dresser	
			(1) Desk w/chair & desk lamp	
			(1) Bookshelf with (2) shelves	
			(4) Closet Bi-fold doors	
			Shelf & clothes rack (1- per closet)	
			Hanging light fixture w/ bulb	
			Window with screen	
			Drapes	
			Room door (holes)	
			Ceiling	
			Walls (nail holes / adhesive marks)	

OK	MISSING	DAMAGED	ITEMS INSPECTED (page 4 of 4)	COMMENTS
			BATHROOM	
			Light glass globe	
			(1) Shower curtain rod	
			(1) Toilet paper holder	
			(2) Shelves in medicine cabinet	
			(3) Towel racks	
			Bathtub & wall tile	
			(1) Toilet seat	
			(2-3) Vanity skinks with faucets	
			Vanity counter tops	
			Vanity cabinets	
			Tile floor	
			(2) Room doors (holes)	
			Ceiling	
			Walls (nail holes / adhesive marks)	
			MISCELLANEOUS ITEMS	
			Door closer with (7) screws	
			Smoke detector with battery	
			Apartment door & lock	
			Carpet	

Date Received by Housing Office _____