

## *Damage Checklist*

Rental Unit Address: \_\_\_\_\_ Apt#: \_\_\_\_\_

The purpose of this checklist is to document the original condition of the rental unit at the beginning of the lease term. Examine the entire unit and each item you will be responsible for. Record its condition (**np = no problem, p = problem; na = not applicable**). Use the comment section to describe each problem such as stains, cracks, holes, dirt, and items which appear to be missing. Be as accurate as possible. Test everything. Open windows, turn on lights and the oven, turn the water on and then flush the toilet to see if the water pressure is good. Make sure you examine everything. Use a blank sheet if necessary. All sheets should be attached, signed and dated.

### **General:**

Doors, locks \_\_\_\_\_ Smoke detectors \_\_\_\_\_ Porches \_\_\_\_\_ Outside lights, door bell \_\_\_\_\_ General exterior condition \_\_\_\_\_  
comments: \_\_\_\_\_  
\_\_\_\_\_

### **Living Room:**

Windows, screens, storms \_\_\_\_\_ Curtains, shades \_\_\_\_\_ Floor, rugs, carpet \_\_\_\_\_ Walls, ceiling, woodwork \_\_\_\_\_ Outlets, lights \_\_\_\_\_ Couch, Chair(s), table (s) \_\_\_\_\_ Overall cleanliness \_\_\_\_\_  
comments: \_\_\_\_\_  
\_\_\_\_\_

### **Dining Room:**

Windows, screens, storms \_\_\_\_\_ Curtains, shades \_\_\_\_\_ Floor, rugs, carpet \_\_\_\_\_ Walls, ceiling, woodwork \_\_\_\_\_ Outlets, lights \_\_\_\_\_ Table, chairs, cabinet \_\_\_\_\_ Overall cleanliness \_\_\_\_\_  
comments: \_\_\_\_\_  
\_\_\_\_\_

### **Kitchen:**

Windows, screens, storms \_\_\_\_\_ Curtains, shades \_\_\_\_\_ Floor, rugs, carpet \_\_\_\_\_ Walls, ceiling, woodwork \_\_\_\_\_ Outlets, lights \_\_\_\_\_ Cabinets, drawers, countertop \_\_\_\_\_ Sink (stopper works) \_\_\_\_\_ Refrigerator (open) \_\_\_\_\_ Stove, burner (work) \_\_\_\_\_ Microwave \_\_\_\_\_ Garbage disposal \_\_\_\_\_ Dishwasher (open) \_\_\_\_\_ Table, chairs \_\_\_\_\_ Overall cleanliness \_\_\_\_\_  
comments: \_\_\_\_\_  
\_\_\_\_\_

**Bath:**

Windows, screens, storms \_\_\_\_\_ curtain shades \_\_\_\_\_ walls, ceiling,  
woodwork, floor \_\_\_\_\_ outlets, lights, fans \_\_\_\_\_ sink and tub (stopper  
works) \_\_\_\_\_ Do they drain well? \_\_\_\_\_ Loose tiles \_\_\_\_\_ Towel  
rack, mirror, cabinet \_\_\_\_\_ shower curtain/door \_\_\_\_\_ flush toilet  
\_\_\_\_\_ overall cleanliness \_\_\_\_\_

comments: \_\_\_\_\_  
\_\_\_\_\_

**Bedroom 1:**

Windows, screens, storms \_\_\_\_\_ curtains, shades \_\_\_\_\_ walls, ceiling,  
woodwork, floor \_\_\_\_\_ outlets, lights \_\_\_\_\_ bed, chest, desk, mirror  
\_\_\_\_\_ closet \_\_\_\_\_ overall cleanliness \_\_\_\_\_

comments: \_\_\_\_\_  
\_\_\_\_\_

**Bedroom 2:**

Windows, screens, storms \_\_\_\_\_ curtains, shades \_\_\_\_\_ walls, ceiling,  
woodwork, floor \_\_\_\_\_ outlets, lights \_\_\_\_\_ bed, chest, desk, mirror  
\_\_\_\_\_ closet \_\_\_\_\_ overall cleanliness \_\_\_\_\_

comments: \_\_\_\_\_  
\_\_\_\_\_

**Bedroom 3:**

Windows, screens, storms \_\_\_\_\_ curtains, shades \_\_\_\_\_ walls, ceiling,  
woodwork, floor \_\_\_\_\_ outlets, lights \_\_\_\_\_ bed, chest, desk, mirror  
\_\_\_\_\_ closet \_\_\_\_\_ overall cleanliness \_\_\_\_\_

comments: \_\_\_\_\_  
\_\_\_\_\_

**Other:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The tenants and property owner/agent agree that this is an accurate description of the rental unit  
as of \_\_\_\_\_ (date).

Property owner/agent \_\_\_\_\_ date \_\_\_\_\_

Tenant: \_\_\_\_\_ date \_\_\_\_\_

Tenant: \_\_\_\_\_ date \_\_\_\_\_

Tenant: \_\_\_\_\_ date \_\_\_\_\_

**Make sure everyone involved gets a copy**