

# Property Walk Thru Inspection and Release

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

Inspected By:     [ ] Tenant: \_\_\_\_\_     Inspection Date: \_\_\_\_\_  
                   [ ] Manager \_\_\_\_\_     [ ] New Property [ ] Periodic [ ] Move-out

<p>This Inspection and Release needs to be completed by the tenant when moving into a property and returned to the management office within 30 days to avoid charges for any damages/repairs to the property at the time the tenant vacates the property.</p>	<p style="text-align: center;"><b>Abbreviations</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Property Condition</td> <td style="width: 50%;">Working</td> </tr> <tr> <td><b>G = Good</b></td> <td><b>Y = Yes</b></td> </tr> <tr> <td><b>F = Fair</b></td> <td><b>N = No</b></td> </tr> <tr> <td><b>P = Poor</b></td> <td><b>NA = Not Applicable</b></td> </tr> </table>	Property Condition	Working	<b>G = Good</b>	<b>Y = Yes</b>	<b>F = Fair</b>	<b>N = No</b>	<b>P = Poor</b>	<b>NA = Not Applicable</b>
Property Condition	Working								
<b>G = Good</b>	<b>Y = Yes</b>								
<b>F = Fair</b>	<b>N = No</b>								
<b>P = Poor</b>	<b>NA = Not Applicable</b>								

	WORKING	CONDITION	AREA/ITEM CHECKLIST	REMARKS/INSTRUCTIONS	
<b>Circle Applicable Codes</b>					
	Y	N	NA	G F P	<b>Exterior</b>
	Y	N	NA	G F P	Landscaping <i>Grass, trees, shrubs, walks, driveway</i>
	Y	N	NA	G F P	Garage/Parking <i>Excessive oil, holes, work bench, windows, locks</i>
	Y	N	NA	G F P	Building Exterior/Porches/Landing <i>Paint, holes, large cracks</i>
	Y	N	NA	G F P	Open _____
	Y	N	NA	G F P	<b>Entry &amp; Living Room</b>
	Y	N	NA	G F P	Doors and Locks <i>Check hardware, keys, warped/rubbing, split</i>
	Y	N	NA	G F P	Floors and Baseboards <i>Floors cleaned, carpet vacuumed, cuts, stains, worn areas</i>
	Y	N	NA	G F P	Walls and Ceilings <i>Holes, seams, cuts, nail pops, stains, vent dirt</i>
	Y	N	NA	G F P	Windows/Screens & Drapes/Blinds <i>Breaks, tears, slides properly, locks working</i>
	Y	N	NA	G F P	Electrical Fixtures <i>Lights work, bulbs in, fixtures broken or missing</i>
	Y	N	NA	G F P	Electrical Switches/Outlets/Jacks <i>Missing, broken, not operating</i>
	Y	N	NA	G F P	Closets <i>Empty, no trash, flooring intact, extra blinds</i>
	Y	N	NA	G F P	<b>Miscellaneous</b>
	Y	N	NA	G F P	Hardware <i>All door knobs, latches &amp; stops, closet hooks/rods</i>

Y	N	NA	G	F	P	<b>Heating/Air Conditioning</b> <i>Operating, all vents clear, filters changed</i>	_____
Y	N	NA	G	F	P	<b>Intercom, Central Vac System</b> <i>Operational, all parts available</i>	_____
Y	N	NA	G	F	P	<b>Alarm System, Water Conditioner</b> <i>Operational, hooked up</i>	_____
Y	N	NA	G	F	P	<b>Auto Garage Opener, Remote</b> <i>Operational, missing parts, hooked up</i>	_____
Y	N	NA	G	F	P	<b>Smoke Detectors, Thermostats</b> <i>Operational, not sparking, batteries in</i>	_____
Y	N	NA	G	F	P	<b>Breaker Box, Door Bell</b> <i>Cover on, working, not missing parts</i>	_____
Y	N	NA	G	F	P	<b>Pool Equipment, Spas, Sprinklers</b> <i>Operational, missing broken parts</i>	_____

**Kitchen**

Y	N	NA	G	F	P	<b>Doors and Locks</b> <i>Check hardware, keys, warped/rubbing, split</i>	_____
Y	N	NA	G	F	P	<b>Floors and Baseboards</b> <i>Floors cleaned, carpet vacuumed, cuts, stains, worn areas</i>	_____
Y	N	NA	G	F	P	<b>Walls and Ceilings</b> <i>Holes, seams, cuts, nail pops, stains, vent dirt</i>	_____
Y	N	NA	G	F	P	<b>Windows/Screens &amp; Drapes/Blinds</b> <i>Breaks, tears, slides properly, locks working</i>	_____
Y	N	NA	G	F	P	<b>Electrical Fixtures</b> <i>Lights work, bulbs in, fixtures broken or missing</i>	_____
Y	N	NA	G	F	P	<b>Electrical Switches/Outlets/Jacks</b> <i>Missing, broken, not operating</i>	_____
Y	N	NA	G	F	P	<b>Cupboards/Drawers/Counter Tops</b> <i>Damaged or missing doors, holes, broken hinges, catches, cracked/broken tile, gouges, burns</i>	_____
Y	N	NA	G	F	P	<b>Range/Oven/Microwave/Hood</b> <i>Heats up, timers, lights, fans, burners all work</i>	_____
Y	N	NA	G	F	P	<b>Refrigerator</b> <i>Cooling, trays/crisper present, light works, ice maker hooked up working, kick plate present</i>	_____
Y	N	NA	G	F	P	<b>Dishwasher/Disposal</b> <i>Run disposal and dishwasher (each cycle), all seals good, no leaks, no back-ups standing water</i>	_____

**Dining & Family Room**

Y	N	NA	G	F	P	<b>Doors and Locks</b> <i>Check hardware, keys, warped/rubbing, split</i>	_____
Y	N	NA	G	F	P	<b>Floors and Baseboards</b> <i>Floors cleaned, carpet vacuumed, cuts, stains, worn areas</i>	_____
Y	N	NA	G	F	P	<b>Walls and Ceilings</b> <i>Holes, seams, cuts, nail pops, stains, vent dirt</i>	_____
Y	N	NA	G	F	P	<b>Windows/Screens &amp; Drapes/Blinds</b> <i>Breaks, tears, slides properly, locks working</i>	_____
Y	N	NA	G	F	P	<b>Electrical Fixtures</b> <i>Lights work, bulbs in, fixtures broken or missing</i>	_____

Y	N	NA	G	F	P	Electrical Switches/Outlets/Jacks <i>Missing, broken, not operating</i>	_____
Y	N	NA	G	F	P	Closets <i>Empty, no trash, flooring intact, extra blinds</i>	_____

**Master Bedroom**

Y	N	NA	G	F	P	Doors and Locks <i>Check hardware, keys, warped/rubbing, split</i>	_____
Y	N	NA	G	F	P	Floors and Baseboards <i>Floors cleaned, carpet vacuumed, cuts, stains, worn areas</i>	_____
Y	N	NA	G	F	P	Walls and Ceilings <i>Holes, seams, cuts, nail pops, stains, vent dirt</i>	_____
Y	N	NA	G	F	P	Windows/Screens & Drapes/Blinds <i>Breaks, tears, slides properly, locks working</i>	_____
Y	N	NA	G	F	P	Electrical Fixtures <i>Lights work, bulbs in, fixtures broken or missing</i>	_____
Y	N	NA	G	F	P	Electrical Switches/Outlets/Jacks <i>Missing, broken, not operating</i>	_____
Y	N	NA	G	F	P	Closets <i>Empty, no trash, flooring intact, extra blinds</i>	_____

**NOTES NOTES NOTES NOTES**

**Second Bedroom**

Y	N	NA	G	F	P	Doors and Locks <i>Check hardware, keys, warped/rubbing, split</i>	_____
Y	N	NA	G	F	P	Floors and Baseboards <i>Floors cleaned, carpet vacuumed, cuts, stains, worn areas</i>	_____
Y	N	NA	G	F	P	Walls and Ceilings <i>Holes, seams, cuts, nail pops, stains, vent dirt</i>	_____
Y	N	NA	G	F	P	Windows/Screens & Drapes/Blinds <i>Breaks, tears, slides properly, locks working</i>	_____
Y	N	NA	G	F	P	Electrical Fixtures <i>Lights work, bulbs in, fixtures broken or missing</i>	_____
Y	N	NA	G	F	P	Electrical Switches/Outlets/Jacks <i>Missing, broken, not operating</i>	_____
Y	N	NA	G	F	P	Closets <i>Empty, no trash, flooring intact, extra blinds</i>	_____

**Third Bedroom**

Y	N	NA	G	F	P	Doors and Locks <i>Check hardware, keys, warped/rubbing, split</i>	_____
Y	N	NA	G	F	P	Floors and Baseboards <i>Floors cleaned, carpet vacuumed, cuts, stains, worn areas</i>	_____

Y	N	NA	G	F	P	<b>Walls and Ceilings</b> <i>Holes, seams, cuts, nail pops, stains, vent dirt</i>	_____
Y	N	NA	G	F	P	<b>Windows/Screens &amp; Drapes/Blinds</b> <i>Breaks, tears, slides properly, locks working</i>	_____
Y	N	NA	G	F	P	<b>Electrical Fixtures</b> <i>Lights work, bulbs in, fixtures broken or missing</i>	_____
Y	N	NA	G	F	P	<b>Electrical Switches/Outlets/Jacks</b> <i>Missing, broken, not operating</i>	_____
Y	N	NA	G	F	P	<b>Closets</b> <i>Empty, no trash, flooring intact, extra blinds</i>	_____
 <b>Additional Bedroom(s)</b>							
Y	N	NA	G	F	P	<b>Doors and Locks</b> <i>Check hardware, keys, warped/rubbing, split</i>	_____
Y	N	NA	G	F	P	<b>Floors and Baseboards</b> <i>Floors cleaned, carpet vacuumed, cuts, stains, worn areas</i>	_____
Y	N	NA	G	F	P	<b>Walls and Ceilings</b> <i>Holes, seams, cuts, nail pops, stains, vent dirt</i>	_____
Y	N	NA	G	F	P	<b>Windows/Screens &amp; Drapes/Blinds</b> <i>Breaks, tears, slides properly, locks working</i>	_____
Y	N	NA	G	F	P	<b>Electrical Fixtures</b> <i>Lights work, bulbs in, fixtures broken or missing</i>	_____
Y	N	NA	G	F	P	<b>Electrical Switches/Outlets/Jacks</b> <i>Missing, broken, not operating</i>	_____
Y	N	NA	G	F	P	<b>Closets</b> <i>Empty, no trash, flooring intact, extra blinds</i>	_____
 <b>Master Bathroom(s)</b>							
Y	N	NA	G	F	P	<b>Doors and Locks</b> <i>Check hardware, keys, warped/rubbing, split</i>	_____
Y	N	NA	G	F	P	<b>Floors and Baseboards</b> <i>Floors cleaned, carpet vacuumed, cuts, stains, worn areas</i>	_____
Y	N	NA	G	F	P	<b>Walls and Ceilings</b> <i>Holes, seams, cuts, nail pops, stains, vent dirt</i>	_____
Y	N	NA	G	F	P	<b>Windows/Screens &amp; Drapes/Blinds</b> <i>Breaks, tears, slides properly, locks working</i>	_____
Y	N	NA	G	F	P	<b>Electrical Fixtures</b> <i>Lights work, bulbs in, fixtures broken or missing</i>	_____
Y	N	NA	G	F	P	<b>Electrical Switches/Outlets/Jacks</b> <i>Missing, broken, not operating</i>	_____
Y	N	NA	G	F	P	<b>Shower/Tub/Sink</b> <i>Holes, seams, cuts, leaks, clogged, chips</i>	_____
Y	N	NA	G	F	P	<b>Faucets/Toilet</b> <i>Leaks, clogs, broken handles, operates properly</i>	_____
Y	N	NA	G	F	P	<b>Towel Bar/Paper Holder/Soap Dish</b> <i>Broken, attached properly, missing</i>	_____
Y	N	NA	G	F	P	<b>Mirrors/Cabinets/Drawers</b> <i>Cracked, broken, missing parts</i>	_____

**Second Bathroom**

Y N NA G F P **Doors and Locks**  
*Check hardware, keys, warped/rubbing, split* \_\_\_\_\_

Y N NA G F P **Floors and Baseboards**  
*Floors cleaned, carpet vacuumed, cuts, stains, worn areas* \_\_\_\_\_

Y N NA G F P **Walls and Ceilings**  
*Holes, seams, cuts, nail pops, stains, vent dirt* \_\_\_\_\_

Y N NA G F P **Windows/Screens & Drapes/Blinds**  
*Breaks, tears, slides properly, locks working* \_\_\_\_\_

Y N NA G F P **Electrical Fixtures**  
*Lights work, bulbs in, fixtures broken or missing* \_\_\_\_\_

Y N NA G F P **Electrical Switches/Outlets/Jacks**  
*Missing, broken, not operating* \_\_\_\_\_

Y N NA G F P **Shower/Tub/Sink**  
*Holes, seams, cuts, leaks, clogged, chips* \_\_\_\_\_

Y N NA G F P **Faucets/Toilet**  
*Leaks, clogs, broken handles, operates properly* \_\_\_\_\_

Y N NA G F P **Towel Bar/Paper Holder/Soap Dish**  
*Broken, attached properly, missing* \_\_\_\_\_

Y N NA G F P **Mirrors/Cabinets/Drawers**  
*Cracked, broken, missing parts* \_\_\_\_\_

**Additional Bathroom(s)**

Y N NA G F P **Doors and Locks**  
*Check hardware, keys, warped/rubbing, split* \_\_\_\_\_

Y N NA G F P **Floors and Baseboards**  
*Floors cleaned, carpet vacuumed, cuts, stains, worn areas* \_\_\_\_\_

Y N NA G F P **Walls and Ceilings**  
*Holes, seams, cuts, nail pops, stains, vent dirt* \_\_\_\_\_

Y N NA G F P **Windows/Screens & Drapes/Blinds**  
*Breaks, tears, slides properly, locks working* \_\_\_\_\_

Y N NA G F P **Electrical Fixtures**  
*Lights work, bulbs in, fixtures broken or missing* \_\_\_\_\_

Y N NA G F P **Electrical Switches/Outlets/Jacks**  
*Missing, broken, not operating* \_\_\_\_\_

Y N NA G F P **Shower/Tub/Sink**  
*Holes, seams, cuts, leaks, clogged, chips* \_\_\_\_\_

Y N NA G F P **Faucets/Toilet**  
*Leaks, clogs, broken handles, operates properly* \_\_\_\_\_

**NOTES NOTES NOTES NOTES**