



## Apartment Condition Checklist

*Note: This checklist has been modified from a sample format generously provided by Lakefront SRO Corporation in Chicago, Illinois*

Tenant's Name: \_\_\_\_\_  
 Apartment Number: \_\_\_\_\_  
 Apartment Size: \_\_\_\_\_  
 Date of Move-In: \_\_\_\_\_ Inspector: \_\_\_\_\_  
 Date of Move-Out: \_\_\_\_\_

Item	Move-In Condition	Move-Out Condition	Cost of Repair/Replacement
Entry Area/Door			
Front Door Lock			
<i>Demonstrate lock. Have tenant lock and unlock door.</i>			
Smoke Detectors			
<i>Show the tenant the detector. Make sure they understand it only detects smoke and that the unit should not be tampered with for any reason.</i>			
Heat Detector			
<i>Detects heat and flames and will activate at 135 degrees Fahrenheit</i>			
Sprinkler			
Walls			
Lights/Globe			
Phone/Intercom			
<i>If applicable. Demonstrate the use of the phone service. The phone is the property of the project. Tenants can request phone service at their own expense.</i>			
Windows			
<i>Open and close the windows. Lock and unlock the windows. If appropriate: Washing the windows is the tenant's responsibility</i>			
Screens			
<i>Screens should not be removed</i>			
Blinds			
<i>Demonstrate how to brighten and darken room and raise and lower blinds. Windows should not be left open when blinds are down.</i>			
Kitchen Sink			
<i>Demonstrate how to use hot and cold water and explain energy-efficient faucets (if applicable). Food and garbage should not be disposed of in the sink. Clean sink with detergent and water and use Comet on stains.</i>			
Cabinets Stove/Cook Top			
<i>Turn the oven on and off, turn each burner on and off.</i>			
Refrigerator			
<i>Make sure it is working. Show tenant the different compartments. Temperature dial should be set at "normal." Energy efficiency dial should be "off" in the winter and "on in the summer.</i>			

Note: This document is included within the *Housing Operations* section of CSH's *Toolkit for Developing and Operating Supportive Housing*, which is available at [www.csh.org/toolkit2](http://www.csh.org/toolkit2). This document has been adapted from CSH's *Supportive Housing Property Management Operations Manual*, which is available at [www.csh.org/publications](http://www.csh.org/publications).

Countertops			
<i>Clean with soft Scrub or another gentle cleanser – do not use Comet or Ajax</i>			
Backsplash			
<i>Clean the surface with a cleanser like Fantastic</i>			
GFI Outlet			
<i>These help protect against electrical shock. Demonstrate how to reset the outlet.</i>			
Regular Outlets			
Unit Floor			
<i>Remind tenant to vacuum carpet or to clean vinyl tile floors with a regular floor cleaner</i>			
Closets/Wardrobe			
<i>Discuss whether there is access to additional storage in the building</i>			
Furnishings			
<i>See attached list.</i>			
Bathroom Door			
Bathroom Door Lock			
<i>Demonstrate the locking mechanism</i>			
Bathroom Floor			
<i>Discuss surface material and cleaning instructions</i>			
Tub/Shower			
<i>Turn the water on/off and demonstrate the use of the hot and cold water. The tub stopper is not removable.</i>			
Sink			
<i>Explain the energy-efficient faucets</i>			
Toilet			
<i>Flush the toilet. If appropriate, explain the low water level in the toilet.</i>			
Medicine Cabinet			
Shelves			
TP Dispenser			
Bathroom Walls			
Bathroom Windows			
Bathroom Screen			
Exhaust Fan			
<i>The fan is hooked up to the light switch – remind tenant to leave it on for approximately 15 minutes after bathing but not for several hours</i>			
Bedroom One			
Door			
Door Lock			
Walls			
Window			
Window Lock			
Screens			
Ceiling			
Ceiling Light			
Floor			
Closet			
Bedroom Two			
Door Lock			
Walls			
Window			
Window Lock			
Screens			
Ceiling			

Ceiling Light			
Floor			
Closet			
Bedroom Three			
Door Lock			
Walls			
Window			
Window Lock			
Screens			
Ceiling			
Ceiling Light			
Floor			
Closet			
Bedroom Four			
Door Lock			
Walls			
Window			
Window Lock			
Screens			
Ceiling			
Ceiling Light			
Floor			
Closet			
Other (describe)			
Other (describe)			
Other (describe)			

I understand that the above-listed items are supplied for my use by \_\_\_\_\_ (project name) during my tenancy at their properties. These items remain the property of \_\_\_\_\_ (project name) upon termination of my lease. I agree to be responsible for any damages to these items beyond normal wear and tear. I acknowledge that I have received an orientation to the areas/items above. I also understand that all costs are estimates and I will be charged the actual replacement cost to the owner.

Agree: \_\_\_\_\_  
(Tenant Signature)

Date: \_\_\_\_\_

Apartment Number: \_\_\_\_\_