



CAPITAL
PARK

Property Management, LLC

RENTAL PROPERTY INVENTORY AND CONDITION FORM

INVENTORY AND CONDITION FORM CONCERNING THE PROPERTY AT:

Complete the move-in section of this form and return it to your Landlord within 14 days of the beginning of your lease. All items are presumed to be in good condition unless noted otherwise.

Test all locks, window latches, smoke detectors, and equipment. **This form is not a repair request.**

Submit all requests for repairs separately in writing or via your online portal.

You and your Landlord may also use this form upon move-out. Keep a copy for your records.

Note any defects in the items listed below.

<u>Items</u>	<u>Move-In Comments</u>	<u>Move-Out Comments</u>
Mailbox		
Fences & Gates		
Lawn, Trees & Shrubs		
Door Bell		
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Window Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
Fireplace		
Pantry & Shelves		
Cabinets & Handles		
Drawers & Handles		
Countertops		
Range		
Oven		
Racks		
Knobs		

Broiler	_____	_____
Vent Hood	_____	_____
Light & Fan	_____	_____
Filter	_____	_____
Garbage Disposer	_____	_____
Sink & Faucet	_____	_____
Dishwasher	_____	_____
Refrigerator	_____	_____
Tub/Showers	_____	_____
Toilet	_____	_____
Heaters/Exhaust Fans	_____	_____
Towel Fixtures	_____	_____
Washer & Dryer	_____	_____
W&D Connections	_____	_____
Central A/C & Heat	_____	_____
Filter	_____	_____
Thermostat	_____	_____
Window A/C Units	_____	_____
Space or Wall Heaters	_____	_____
Water Heater	_____	_____
Water Softener	_____	_____
Smoke Detectors	_____	_____
Other	_____	_____
Other	_____	_____
Other	_____	_____
Other	_____	_____
Other	_____	_____

Number of Keys:	<u>Received</u>	<u>Returned</u>	Garage Door Openers:	<u>Received</u>	<u>Returned</u>
Door keys:	_____	_____		_____	_____

The undersigned acknowledge that the above is an accurate assessment of the condition of the property as of the date signed. This form must be scanned & emailed to info@capitalparkpm.com Or faxed to (Toll Free) 888-484-1801

Move-In Signatures

Move-Out Signatures

Tenant Date

Tenant Date

Landlord Date