*Disclaimer: This inventory is intended to determine the overall condition of a rental property and document obvious damage or defects. This is NOT an official Home Inspection by a certified inspector. It is important to describe any conditions in specific, detailed terms***.**

|  |  |
| --- | --- |
| Assignee  |  |
| Client/Company |  |
| Landlord |  |
| IOR DSC |  |
| Property address |  |
| Date of move-in inventory: |  | Date of move-out inventory: |  |

|  |
| --- |
| ***Please note any chips, cracks, dents, cuts, gouges, stains, wear, scratches and damages etc.*** ***Take pictures of repairs/damage only.******Rating code: 1-Excellent 2-Good 3-Fair 4-Poor*** |
| **GROUNDS & EXTERIOR** |
|  | **1** | **2** | **3** | **4** |  | **1** | **2** | **3** | **4** |
| Driveway |  |  |  |  | Pool |  |  |  |  |
| Mailbox  |  |  |  |  | Handrails |  |  |  |  |
| Doorbell / lighting |  |  |  |  | Trees/shrubs |  |  |  |  |
| Walkways |  |  |  |  | Lawn/grass |  |  |  |  |
| Chimney |  |  |  |  | Siding |  |  |  |  |
| Roof |  |  |  |  | Trim |  |  |  |  |
| Gutters |  |  |  |  | Paint |  |  |  |  |
| Screens |  |  |  |  | Storm Windows |  |  |  |  |
| Porch/stoop |  |  |  |  | Patio |  |  |  |  |
| Landing |  |  |  |  | Deck |  |  |  |  |
| Notes |

|  |
| --- |
| **interior** |
| **Entrance Hallway** | **Beginning Condition** | **Ending Condition** |
| **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** |
| Doors/Locks |  |  |  |  |  |  |  |  |
| Ceiling/Walls |  |  |  |  |  |  |  |  |
| Floor |  |  |  |  |  |  |  |  |
| Lights & switches |  |  |  |  |  |  |  |  |
| Notes |

|  |  |  |
| --- | --- | --- |
| **Living Room** | **Beginning Condition** | **Ending Condition** |
| **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** |
| Door |  |  |  |  |  |  |  |  |
| Windows and coverings |  |  |  |  |  |  |  |  |
| Carpet/floor |  |  |  |  |  |  |  |  |
| Walls |  |  |  |  |  |  |  |  |
| Ceiling |  |  |  |  |  |  |  |  |
| Light & switches |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |
| Notes |

|  |  |  |
| --- | --- | --- |
|  **Kitchen**  | **Beginning Condition** | **Ending Condition** |
| **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** |
| Sink  |  |  |  |  |  |  |  |  |
| Disposal  |  |  |  |  |  |  |  |  |
| Stove |  |  |  |  |  |  |  |  |
| Refrigerator  |  |  |  |  |  |  |  |  |
| Oven |  |  |  |  |  |  |  |  |
| Dishwasher |  |  |  |  |  |  |  |  |
| Countertops |  |  |  |  |  |  |  |  |
| Cupboards |  |  |  |  |  |  |  |  |
| Microwave |  |  |  |  |  |  |  |  |
| Other Appliances |  |  |  |  |  |  |  |  |
| Door/Locks |  |  |  |  |  |  |  |  |
| Windows and coverings |  |  |  |  |  |  |  |  |
| Carpet/floor  |  |  |  |  |  |  |  |  |
| Walls |  |  |  |  |  |  |  |  |
| Ceiling |  |  |  |  |  |  |  |  |
| Light & Switches |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |
| Notes |

|  |  |  |
| --- | --- | --- |
| **Family room** | **Beginning Condition** | **Ending Condition** |
| **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** |
| Door/locks |  |  |  |  |  |  |  |  |
| Windows and coverings |  |  |  |  |  |  |  |  |
| Carpet/floor |  |  |  |  |  |  |  |  |
| Walls |  |  |  |  |  |  |  |  |
| Ceiling |  |  |  |  |  |  |  |  |
| Light & switches |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |
| Notes |

|  |  |  |
| --- | --- | --- |
| **Dining Room** | **Beginning Condition** | **Ending Condition** |
| **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** |
| Floors |  |  |  |  |  |  |  |  |
| Windows and coverings |  |  |  |  |  |  |  |  |
| Walls |  |  |  |  |  |  |  |  |
| Ceilings |  |  |  |  |  |  |  |  |
| Lights & switches |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |
| Notes |

|  |  |  |
| --- | --- | --- |
| **Upper Hallway** | **Beginning Condition** | **Ending Condition** |
| **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** |
| Floors |  |  |  |  |  |  |  |  |
| Ceiling/Walls |  |  |  |  |  |  |  |  |
| Lights & switches |  |  |  |  |  |  |  |  |
| Notes |

|  |  |  |
| --- | --- | --- |
| **Master Bedroom** | **Beginning Condition** | **Ending Condition** |
| **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** |
| Door |  |  |  |  |  |  |  |  |
| Windows and coverings |  |  |  |  |  |  |  |  |
| Carpet/floor |  |  |  |  |  |  |  |  |
| Walls |  |  |  |  |  |  |  |  |
| Ceiling |  |  |  |  |  |  |  |  |
| Lights & Switches |  |  |  |  |  |  |  |  |
| Closet |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |
| Notes |

|  |  |  |
| --- | --- | --- |
| **Master Bathroom** | **Beginning Condition** | **Ending Condition** |
| **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** |
| Door |  |  |  |  |  |  |  |  |
| Floor |  |  |  |  |  |  |  |  |
| Walls/Ceiling |  |  |  |  |  |  |  |  |
| Sink |  |  |  |  |  |  |  |  |
| Tub |  |  |  |  |  |  |  |  |
| Shower |  |  |  |  |  |  |  |  |
| Vanity |  |  |  |  |  |  |  |  |
| Toilet |  |  |  |  |  |  |  |  |
| Towel bars |  |  |  |  |  |  |  |  |
| Lights & switches |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |
| Notes |

|  |  |  |
| --- | --- | --- |
| **Bedroom (*Note******Location*)** | **Beginning Condition** | **Ending Condition** |
| **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** |
| Door |  |  |  |  |  |  |  |  |
| Windows and coverings |  |  |  |  |  |  |  |  |
| Carpet/floor |  |  |  |  |  |  |  |  |
| Walls |  |  |  |  |  |  |  |  |
| Ceiling |  |  |  |  |  |  |  |  |
| Lights & Switches |  |  |  |  |  |  |  |  |
| Closet |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |
| Notes |

|  |  |  |
| --- | --- | --- |
| **Other Room*(Please Specify)*** | **Beginning Condition** | **Ending Condition** |
| **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** |
| Door |  |  |  |  |  |  |  |  |
| Windows and coverings |  |  |  |  |  |  |  |  |
| Carpet/floor |  |  |  |  |  |  |  |  |
| Walls |  |  |  |  |  |  |  |  |
| Ceiling |  |  |  |  |  |  |  |  |
| Lights & Switches |  |  |  |  |  |  |  |  |
| Closet |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |
| Notes |

|  |  |  |
| --- | --- | --- |
| **Bathroom *(Note******Location)*** | **Beginning Condition** | **Ending Condition** |
| **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** |
| Door |  |  |  |  |  |  |  |  |
| Windows and coverings |  |  |  |  |  |  |  |  |
| Floor |  |  |  |  |  |  |  |  |
| Walls/Ceiling |  |  |  |  |  |  |  |  |
| Sink |  |  |  |  |  |  |  |  |
| Tub |  |  |  |  |  |  |  |  |
| Shower |  |  |  |  |  |  |  |  |
| Vanity |  |  |  |  |  |  |  |  |
| Toilet |  |  |  |  |  |  |  |  |
| Towel bars |  |  |  |  |  |  |  |  |
| Lights & switches |  |  |  |  |  |  |  |  |
| Notes |

|  |  |  |
| --- | --- | --- |
| **Laundry Room** | **Beginning Condition** | **Ending Condition** |
| **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** |
| Washer  |  |  |  |  |  |  |  |  |
| Dryer |  |  |  |  |  |  |  |  |
| Sink |  |  |  |  |  |  |  |  |
| Cupboards/Shelves  |  |  |  |  |  |  |  |  |
| Door/Locks |  |  |  |  |  |  |  |  |
| Windows and coverings |  |  |  |  |  |  |  |  |
| Carpet/floor |  |  |  |  |  |  |  |  |
| Walls |  |  |  |  |  |  |  |  |
| Ceiling |  |  |  |  |  |  |  |  |
| Light & Switches |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |
| Notes |

|  |  |  |
| --- | --- | --- |
| **Bathroom (*Note******Location*)** | **Beginning Condition** | **Ending Condition** |
| **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** |
| Door |  |  |  |  |  |  |  |  |
| Windows and coverings |  |  |  |  |  |  |  |  |
| Floor |  |  |  |  |  |  |  |  |
| Walls |  |  |  |  |  |  |  |  |
| Ceiling |  |  |  |  |  |  |  |  |
| Sink |  |  |  |  |  |  |  |  |
| Tub |  |  |  |  |  |  |  |  |
| Shower |  |  |  |  |  |  |  |  |
| Vanity |  |  |  |  |  |  |  |  |
| Toilet |  |  |  |  |  |  |  |  |
| Towel bars |  |  |  |  |  |  |  |  |
| Lights & switches |  |  |  |  |  |  |  |  |
| Notes |

|  |  |  |
| --- | --- | --- |
|  | **Beginning Condition** | **Ending Condition** |
| **Basement** | **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** |
|  |  |  |  |  |  |  |  |  |
| **Garage** | **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** |
|  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Security System *(if applicable)*** |  |
| **FIRE EXTINGUISHER *(Note Expire Date if applicable)*** |  |
| **Please indicate any personal property left by owner:** |  |

**Tips to Prevent Deductions from Security Deposit** Preventive measures to help protect you from getting a deduction from your security deposit at lease term end.

* **Always get written permission from landlord before doing any work**
* Use removable hooks when hanging pictures/items.
* Do not put any holes in doors or doorframes
* Patch up and touch up holes before vacating (as applicable in lease agreement)
* Try to remove stains, marks on wall, doors etc. immediately to avoid stubborn stains
* Regularly vacuum and maintain the carpet; clean tile, marble, linoleum or wood flooring – please refer to the lease contract for the necessity of having the carpet professionally cleaned
* Take extra precautions when moving furniture (especially heavy furniture) to avoid scratches
* It is recommended that you get renter’s insurance for personal contents
* If touching up paint (and only if permitted in lease agreement), keep the color code of the original paint
* Change the furnace`s filter regularly (per landlord`s instructions)
* Replace light bulbs if needed
* Replace batteries on smoke and carbon monoxide detectors
* Keep the washing machine clean and dry to prevent mold
* Keep dryer`s filter clean
* Save Property Move - In Inspection report and photos. You will need this at the time of your move out

**MOve-in Inventory**

|  |  |  |
| --- | --- | --- |
|  | **Signature** | **DatE** |
| **Tenant** |  |  |
| **Tenant** |  |  |
| **Landlord** |  |  |
| **IOR DSC** |  |  |

**MOve-Out Inventory**

|  |  |  |
| --- | --- | --- |
|  | **Signature** | **DatE** |
| **Tenant** |  |  |
| **Tenant** |  |  |
| **Landlord** |  |  |
| **IOR DSC** |  |  |

*I release IOR Global Services of any liability following the completion of the Move Out Inventory. If I am moving out prior to the lease term end date, I agree to uphold the lease terms as stated in the fully executed lease agreement.*

Assignee = Tenant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IF MOVING OUT** 🡺 the refund of the security deposit of:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ shall
be returned to :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as stipulated in the Tenancy Agreement
dated:\_\_\_\_\_\_\_\_\_\_\_\_\_.

Kindly mail the check to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Acknowledged By:

(A) Landlord

Signature/Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Or Representative:

Signature / Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(B) Tenant/Occupant

Signature / Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Or Representative:

Signature / Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_