## Sample Initial-Condition Checklist

Be sure the landlord walks in with you thought the premises before you move in. Make a list of everything that is damaged. This includes items that are going to be fixed as well. The list should be signed and dated by all parties. All parties should be given copies of the lease. You are not responsible for damage done by former tenants so be sure to list everything that is dirty, damaged or not working.

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

Lessee (Tenant) Lessor (Management)

\_\_\_\_\_Number of Keys Issued

Condition- Indicate the number of times (where applicable) and location and nature of soil, damages, markings, etc. Everything written in **BOLD** above each checklist is required to comply with the RI Minimum Housing Codes.

**The kitchen must have a light, a working sink, and cabinets or shelves for storage.**

**Kitchen & Dining Area**

|  |  |  |
| --- | --- | --- |
|  | **Condition Upon Arrival** | **Upon Departure** |
|  | **Good Fair Poor** | **Good Fair Poor** |
| **Table** |  |  |
| **Chairs** |  |  |
| **Cabinets** |  |  |
| **Windows, Screens** |  |  |
| **Walls** |  |  |
| **Plastic, Tile** |  |  |
| **Counter Tops** |  |  |
| **Stove Burners** |  |  |
| **Oven, Broiler Racks** |  |  |
| **Refrigerator** |  |  |
| **Ice Trays, Racks** |  |  |
| **Freezer** |  |  |
| **Curtains, Rods** |  |  |
| **Doors, Locks** |  |  |

**The electricity and wiring in every room (except the hallways, bathrooms and pantries) must have two outlets or one outlet and one light. There should be no temporary wiring.**

**Living Room**

|  |  |  |
| --- | --- | --- |
|  | **Condition Upon Arrival** | **Upon Departure** |
|  | **Good Fair Poor** | **Good Fair Poor** |
| **Walls, Ceilings** |  |  |
| **Carpets, Floors** |  |  |
| **Windows, Screens** |  |  |
| **Electric Fixtures** |  |  |
| **Chairs, Couches** |  |  |
| **Coffee & End tables** |  |  |
| **Desks, Tables** |  |  |
| **Drapes, Rods** |  |  |

**The Bathroom must have a bathtub or shower, a working toilet, a working sink, adequate ventilation, a floor and a light. There must be enough hot and cold water for ordinary use.**

**Bathrooms**

|  |  |  |
| --- | --- | --- |
|  | **Condition Upon Arrival** | **Upon Departure** |
|  | **Good Fair Poor** | **Good Fair Poor** |
| **Shower, tub, glass** |  |  |
| **Sink** |  |  |
| **Toilet** |  |  |
| **Medicine Cabinet** |  |  |
| **Plastic, Tile** |  |  |
| **Walls, Ceilings** |  |  |
| **Floors** |  |  |
| **Windows, Screens** |  |  |
| **Electric Fixtures** |  |  |
| **Towel Racks** |  |  |
| **Doors, Locks** |  |  |

**The heating system must be capable of keeping all rooms at least 65 degrees Fahrenheit.**

**Hallway Within Unit**

|  |  |  |
| --- | --- | --- |
|  | **Condition Upon Arrival** | **Upon Departure** |
|  | **Good Fair Poor** | **Good Fair Poor** |
| **Walls, Ceilings** |  |  |
| **Carpets, Floors** |  |  |
| **Closets** |  |  |
| **Electric Fixtures** |  |  |
| **Stairs, Railings** |  |  |
| **Front Door** |  |  |
| **Side Doors** |  |  |
| **Locks**  |  |  |
| **Furniture** |  |  |
| **Other**  |  |  |

**There must be two exits and a safe way out in case of fire. Walls, ceilings, and floors must have no large cracks, holes or other major damage. Every room must have one window that can be opened. Windows and doors must fit tightly. Screens and shades must be provided.**

**Other Areas**

|  |  |  |
| --- | --- | --- |
|  | **Condition Upon Arrival** | **Upon Departure** |
|  | **Good Fair Poor** | **Good Fair Poor** |
| **Air Conditioner(s)** |  |  |
| **Heating Unit** |  |  |
| **Thermostat(s)** |  |  |
| **Storage Locker** |  |  |
| **Telephones** |  |  |
|  |  |  |

**General Condition of Exterior**

|  |  |  |
| --- | --- | --- |
|  | **Condition Upon Arrival** | **Upon Departure** |
|  | **Good Fair Poor** | **Good Fair Poor** |
|  |  |  |