

# Move In/Move Out Inventory

Tenant _____							
Address _____						Apt # _____	
City _____				Zip _____		County of: _____ CA	
<b>Condition Codes</b>	<b>C</b> Clean	<b>NC</b> Needs Cleaning	<b>D</b> Damaged	<b>NCP</b> Needs Complete Painting	<b>NPP</b> Needs Partial Painting	<b>S</b> Scratched	<b>ST</b> Stained
	Move-In Condition Date _____	Pre-Move out Inspection Date _____	Final Inspection Date _____		Move-In Condition Date _____	Pre-Move out Inspection Date _____	Final Inspection Date _____
<b>Living Room</b>				<b>Kitchen</b>			
Carpet				Floor			
Walls				Ceiling			
Ceilings				Windows			
Windows				Screen			
Screens				Window Covering			
Window Covering				Cabinets			
Floor				Sink			
Fan				Under Sink			
Fireplace				Garbage Disposal			
Light Fixture				Refrigerator			
<b>1<sup>st</sup> Bedroom</b>				Counter Tops			
Carpet				Dishwasher			
Walls				Stove			
Ceiling				Microwave			
Windows				Light Fixture			
Screens				Doors			
Window Covering				<b>1<sup>st</sup> Bathroom</b>			
Floor				Floor			
Fan				Ceiling			
Light Fixture				Window			
Closet				Screen			
Doors				Window Covering			
<b>2<sup>nd</sup> Bedroom</b>				Shower/Tub			
Carpet				Sink Basin/Drain			
Walls				Faucet			
Ceiling				Toilet/seat/flush			
Windows				Towel Rack			
Screens				Light Fixture			
Window Covering				Door			
Floor				<b>2<sup>nd</sup> Bathroom</b>			
Fan				Floor			
Light Fixture				Ceiling			
Closet				Window			
Doors				Screen			
<b>3<sup>rd</sup> Bedroom</b>				Window Covering			
Carpet				Shower/Tub			
Walls				Sink Basin/Drain			
Ceiling				Faucet			
Windows				Toilet/seat/flush			
Screens				Towel Rack			
Window Covering				Light Fixture			
Floor				Door			
Fan				<b>Hall</b>			
Light Fixture				Floor			
Closet				Walls			
Doors				Ceiling			

	Move-In Condition Date _____	Pre-Move out Inspection Date _____	Final Inspection Date _____		Move-In Condition Date _____	Pre-Move out Inspection Date _____	Final Inspection Date _____
<b>Dining Room</b>				<b>Other</b>			
Carpet							
Walls							
Ceilings							
Windows							
Screens							
Window Covering							
Floor							
Fan							
Light Fixture							
Doors							
<b>Garage/Carport</b>							
Floor							
Remote/Opener							
Cabinets/Shelves							
<b>Lawn</b>							
Front							
Back							
<b>Patio/Porch</b>							
<b>Railing/Stairs</b>							

Comments: \_\_\_\_\_

Within a reasonable time after one party gives the other notice of termination of a residential tenancy, or before the expiration of the lease term, CA Civil Code § 1950.5(f) requires the landlord to

- Notify the tenant of the option to request and attend an inspection that allows the parties to identify the deficiencies in the premises caused by the tenant; and
- If the tenant requests the inspection, provide the tenant with an itemized list of potential deductions from the security, excepting ordinary wear and tear, and give the tenant an opportunity to remedy the identified deficiencies.

The inspection requirement does not apply to terminations caused by the tenant's default in the payment of rent (California Code of Civil Procedures § 1161(2)), the tenant's breach of a covenant or condition of the rental agreement (California Code of Civil Procedures § 1161(3)), or the tenant's committing waste or nuisance or subletting in violation of the agreement (California Code of Civil Procedures § 1161(4)).

In residential tenancies and within three weeks after a tenant who has paid a security deposit vacates the premises, CA Civil Code § 1950.5(g) requires the landlord to

- Deliver to the tenant, by personal delivery or first class mail an itemized statement, including expense receipts, of the amount of, and basis for, any security retained; and
- Return any unused portion of the security to the tenant.

As a practical matter, it may be difficult for the landlord to comply with CA Civil Code § 1950.5(g), particularly if damage to the premises is substantial and may not be able to obtain a job order or a final bill within the 3-week period. If so, the landlord should obtain or make a good faith estimate for the repairs and forward this information to the tenant within the 3-week period.

Move-In Condition Date _____	Pre-Move Out Inspection Date _____	Final Inspection Date _____
Tenant _____	Tenant _____	Tenant _____
Tenant _____	Tenant _____	Tenant _____
Owner/Agent _____	Owner/Agent _____	Owner/Agent _____

Form provided as a courtesy by the Regional Human Rights/Fair Housing Commission and does not constitute legal advice. 4/2009