



TEXAS ASSOCIATION OF REALTORS®
RESIDENTIAL LEASE INVENTORY AND CONDITION FORM

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INVENTORY AND CONDITION FORM CONCERNING THE PROPERTY AT _____

Complete the move-in section of this form and return it to your Landlord within the time required by your lease. All items are presumed to be in good condition unless noted otherwise. Test all locks, window latches, smoke alarms, and equipment. This form is not a repair request. Submit all requests for repairs separately in accordance with your lease. The Landlord may also use this form upon move-out. Keep a copy for your records. Note any defects in the items listed below.

| <u>A. Exterior Items</u> | <u>Move-In Comments</u> | <u>Landlord's Move-Out Comments</u> |
|--|---|-------------------------------------|
| Mailbox | _____ | _____ |
| Fences & Gates | _____ | _____ |
| Pool/Spa & Equip. | _____ | _____ |
| Lawn, Trees & Shrubs | _____ | _____ |
| Undgrd. Lawn Sprinkler | _____ | _____ |
| Exterior Faucets | _____ | _____ |
| Roof & Gutters | _____ | _____ |
| Siding & Paint | _____ | _____ |
| Driveway | _____ | _____ |
| Front Door | _____ | _____ |
| Door Knob & Lock | _____ | _____ |
| Light/Bulb | _____ | _____ |
| Door Bell | _____ | _____ |
| Back Door | _____ | _____ |
| Door Knob & Lock | _____ | _____ |
| Light/Bulb | _____ | _____ |
| Patio or Deck | _____ | _____ |
| Patio Door | _____ | _____ |
| Door Knob & Lock | _____ | _____ |
| Light/Bulb | _____ | _____ |
| Other | _____ | _____ |
| Water Shut-Off Valve Located? <input type="checkbox"/> yes <input type="checkbox"/> no | Electrical Breakers Located? <input type="checkbox"/> yes <input type="checkbox"/> no | |

| <u>B. Garage</u> | <u>Move-In Comments</u> | <u>Landlord's Move-Out Comments</u> |
|------------------------|-------------------------|-------------------------------------|
| Ceilings & Walls | _____ | _____ |
| Floor | _____ | _____ |
| Auto Door Opener | _____ | _____ |
| Safety Reversal | _____ | _____ |
| Remotes | _____ | _____ |
| Garage Doors | _____ | _____ |
| Exterior Doors & Stops | _____ | _____ |
| Storage Room | _____ | _____ |
| Other | _____ | _____ |

| <u>C. Entry</u> | <u>Move-In Comments</u> | <u>Landlord's Move-Out Comments</u> |
|--------------------|-------------------------|-------------------------------------|
| Ceiling & Walls | _____ | _____ |
| Paint & Wallpaper | _____ | _____ |
| Doors & Door Stops | _____ | _____ |

(TAR-2006) 1-1-12 Tenants: _____, _____, _____, _____ & Landlord or Landlord's Representative: _____, _____ Page 1 of 6

Spencer Properties, 11420 Fletcher Hall Lane Austin, TX 78717
 Phone: (512)538-5573

Fax: Julie Sharp

Produced with zipForm® by zipLogix 18070 Fifteen Mile Road, Fraser, Michigan 48026 www.zipLogix.com

Untitled

| | <u>Move-In Comments</u> | <u>Landlord's Move-Out Comments</u> |
|-----------------------|-------------------------|-------------------------------------|
| Door Locks & Knobs | _____ | _____ |
| Flooring | _____ | _____ |
| Light Fixtures | _____ | _____ |
| Windows & Screens | _____ | _____ |
| Window Latches | _____ | _____ |
| Plugs & Switches | _____ | _____ |
| Closet Shelves & Rods | _____ | _____ |
| Other | _____ | _____ |

D. Living Room

| | <u>Move-In Comments</u> | <u>Landlord's Move-Out Comments</u> |
|------------------------|-------------------------|-------------------------------------|
| Ceiling & Walls | _____ | _____ |
| Paint & Wallpaper | _____ | _____ |
| Doors & Door Stops | _____ | _____ |
| Door Locks & Knobs | _____ | _____ |
| Flooring | _____ | _____ |
| Lights & Ceiling Fans | _____ | _____ |
| Windows & Screens | _____ | _____ |
| Window Latches | _____ | _____ |
| Drapes/Blinds/Shutters | _____ | _____ |
| Plugs & Switches | _____ | _____ |
| Cabinets | _____ | _____ |
| Fireplace | _____ | _____ |
| Other | _____ | _____ |

E. Dining Room

| | <u>Move-In Comments</u> | <u>Landlord's Move-Out Comments</u> |
|------------------------|-------------------------|-------------------------------------|
| Ceiling & Walls | _____ | _____ |
| Paint & Wallpaper | _____ | _____ |
| Doors & Door Stops | _____ | _____ |
| Door Locks & Knobs | _____ | _____ |
| Flooring | _____ | _____ |
| Lights & Ceiling Fans | _____ | _____ |
| Windows & Screens | _____ | _____ |
| Window Latches | _____ | _____ |
| Drapes/Blinds/Shutters | _____ | _____ |
| Plugs & Switches | _____ | _____ |
| Cabinets | _____ | _____ |
| Other | _____ | _____ |

F. Kitchen & Breakfast

| | <u>Move-In Comments</u> | <u>Landlord's Move-Out Comments</u> |
|------------------------|-------------------------|-------------------------------------|
| Ceiling & Walls | _____ | _____ |
| Paint & Wallpaper | _____ | _____ |
| Doors & Door Stops | _____ | _____ |
| Door Locks & Knobs | _____ | _____ |
| Flooring | _____ | _____ |
| Lights & Ceiling Fans | _____ | _____ |
| Windows & Screens | _____ | _____ |
| Window Latches | _____ | _____ |
| Drapes/Blinds/Shutters | _____ | _____ |
| Plugs & Switches | _____ | _____ |
| Pantry & Shelves | _____ | _____ |
| Cabinets & Handles | _____ | _____ |
| Drawers & Handles | _____ | _____ |
| Countertops | _____ | _____ |
| Range/Cooktop | _____ | _____ |

| | <u>Move-In Comments</u> | <u>Landlord's Move-Out Comments</u> |
|--------------------|-------------------------|-------------------------------------|
| Microwave | _____ | _____ |
| Dishwasher | _____ | _____ |
| Oven | _____ | _____ |
| Racks & Knobs | _____ | _____ |
| Broiler & Pan | _____ | _____ |
| Light Cover & Bulb | _____ | _____ |
| Vent Hood | _____ | _____ |
| Light & Fan | _____ | _____ |
| Filter | _____ | _____ |
| Garbage Disposer | _____ | _____ |
| Sink & Faucet | _____ | _____ |
| Refrigerator | _____ | _____ |
| Shelves & Drawers | _____ | _____ |
| Light Cover & Bulb | _____ | _____ |
| Other | _____ | _____ |

| G. <u>Halls</u> | <u>Move-In Comments</u> | <u>Landlord's Move-Out Comments</u> |
|-----------------------|-------------------------|-------------------------------------|
| Ceiling & Walls | _____ | _____ |
| Paint & Wallpaper | _____ | _____ |
| Doors & Door Stops | _____ | _____ |
| Door Locks & Knobs | _____ | _____ |
| Flooring | _____ | _____ |
| Light Fixtures | _____ | _____ |
| Plugs & Switches | _____ | _____ |
| Closet Shelves & Rods | _____ | _____ |
| Cabinets | _____ | _____ |
| Other | _____ | _____ |

| H. <u>Family Room</u> | <u>Move-In Comments</u> | <u>Landlord's Move-Out Comments</u> |
|------------------------|-------------------------|-------------------------------------|
| 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/Logs/Equip. | _____ | _____ |
| Other | _____ | _____ |

| I. <u>Master Bedroom (1)</u> | <u>Move-In Comments</u> | <u>Landlord's Move-Out Comments</u> |
|------------------------------|-------------------------|-------------------------------------|
| Ceiling & Walls | _____ | _____ |
| Paint & Wallpaper | _____ | _____ |
| Doors & Door Stops | _____ | _____ |
| Door Locks & Knobs | _____ | _____ |
| Flooring | _____ | _____ |
| Lights & Ceiling Fans | _____ | _____ |
| Windows & Screens | _____ | _____ |
| Window Latches | _____ | _____ |
| Drapes/Blinds/Shutters | _____ | _____ |

| | <u>Move-In Comments</u> | <u>Landlord's Move-Out Comments</u> |
|-----------------------|-------------------------|-------------------------------------|
| Plugs & Switches | _____ | _____ |
| Closet Shelves & Rods | _____ | _____ |
| Cabinets | _____ | _____ |
| Other | _____ | _____ |

| J. <u>Master Bathroom (1)</u> | <u>Move-In Comments</u> | <u>Landlord's Move-Out Comments</u> |
|-------------------------------|-------------------------|-------------------------------------|
| Ceiling & Walls | _____ | _____ |
| Paint & Wallpaper | _____ | _____ |
| Doors/Locks/Knobs/Stops | _____ | _____ |
| Flooring | _____ | _____ |
| Lights & Fans | _____ | _____ |
| Windows & Screens | _____ | _____ |
| Window Latches | _____ | _____ |
| Drapes/Blinds/Shutters | _____ | _____ |
| Plugs & Switches | _____ | _____ |
| Closet Shelves & Rods | _____ | _____ |
| Cabinets & Handles | _____ | _____ |
| Countertops | _____ | _____ |
| Sinks & Faucets | _____ | _____ |
| Tub/Shower & Faucets | _____ | _____ |
| Toilet/Lid/Seat/Paper Hldr. | _____ | _____ |
| Heaters & Exhaust Fans | _____ | _____ |
| Towel Fixtures | _____ | _____ |
| Other | _____ | _____ |

| K. <u>Bedroom (2)</u> | <u>Move-In Comments</u> | <u>Landlord's Move-Out Comments</u> |
|------------------------|-------------------------|-------------------------------------|
| 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 | _____ | _____ |
| Other | _____ | _____ |

| L. <u>Bedroom (3)</u> | <u>Move-In Comments</u> | <u>Landlord's Move-Out Comments</u> |
|------------------------|-------------------------|-------------------------------------|
| 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 | _____ | _____ |
| Other | _____ | _____ |

| M. <u>Bedroom (4)</u> | <u>Move-In Comments</u> | <u>Landlord's Move-Out Comments</u> |
|------------------------|-------------------------|-------------------------------------|
| 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 | _____ | _____ |
| Other | _____ | _____ |

| N. <u>Bathroom (2)</u> | <u>Move-In Comments</u> | <u>Landlord's Move-Out Comments</u> |
|-----------------------------|-------------------------|-------------------------------------|
| Ceiling & Walls | _____ | _____ |
| Paint & Wallpaper | _____ | _____ |
| Doors/Locks/Knobs/Stops | _____ | _____ |
| Flooring | _____ | _____ |
| Light Fixtures | _____ | _____ |
| Windows & Screens | _____ | _____ |
| Window Latches | _____ | _____ |
| Drapes/Blinds/Shutters | _____ | _____ |
| Plugs & Switches | _____ | _____ |
| Closet Shelves & Rods | _____ | _____ |
| Cabinets & Handles | _____ | _____ |
| Countertops | _____ | _____ |
| Sinks & Faucets | _____ | _____ |
| Tub/Shower & Faucets | _____ | _____ |
| Toilet/Lid/Seat/Paper Hldr. | _____ | _____ |
| Heaters & Exhaust Fans | _____ | _____ |
| Towel Fixtures | _____ | _____ |
| Other | _____ | _____ |

| O. <u>Bathroom (3)</u> | <u>Move-In Comments</u> | <u>Landlord's Move-Out Comments</u> |
|-----------------------------|-------------------------|-------------------------------------|
| Ceiling & Walls | _____ | _____ |
| Paint & Wallpaper | _____ | _____ |
| Doors/Locks/Knobs/Stops | _____ | _____ |
| Flooring | _____ | _____ |
| Light Fixtures | _____ | _____ |
| Windows & Screens | _____ | _____ |
| Window Latches | _____ | _____ |
| Drapes/Blinds/Shutters | _____ | _____ |
| Plugs & Switches | _____ | _____ |
| Closet Shelves & Rods | _____ | _____ |
| Cabinets & Handles | _____ | _____ |
| Countertops | _____ | _____ |
| Sinks & Faucets | _____ | _____ |
| Tub/Shower & Faucets | _____ | _____ |
| Toilet/Lid/Seat/Paper Hldr. | _____ | _____ |
| Heaters & Exhaust Fans | _____ | _____ |
| Towel Fixtures | _____ | _____ |
| Other | _____ | _____ |

Inventory and Condition Form concerning _____

| | | |
|------------------------|-------------------------|-------------------------------------|
| P. Utility Room | <u>Move-In Comments</u> | <u>Landlord's Move-Out Comments</u> |
| Ceiling & Walls | _____ | _____ |
| Paint & Wallpaper | _____ | _____ |
| Doors & Door Stops | _____ | _____ |
| Door Locks & Knobs | _____ | _____ |
| Flooring | _____ | _____ |
| Light Fixtures | _____ | _____ |
| Plugs & Switches | _____ | _____ |
| Closet Shelves & Rods | _____ | _____ |
| Cabinets & Handles | _____ | _____ |
| Countertops | _____ | _____ |
| Sinks & Faucets | _____ | _____ |
| Washer & Dryer | _____ | _____ |
| W & D Connections | _____ | _____ |
| Other | _____ | _____ |

| | | |
|-----------------------|-------------------------|-------------------------------------|
| Q. Other | <u>Move-In Comments</u> | <u>Landlord's Move-Out Comments</u> |
| Central A/C & Heat | _____ | _____ |
| Filter | _____ | _____ |
| Thermostat | _____ | _____ |
| Window A/C Units | _____ | _____ |
| Space or Wall Heaters | _____ | _____ |
| Water Heater | _____ | _____ |
| Water Softener | _____ | _____ |
| Alarm System | _____ | _____ |
| Central Vacuum | _____ | _____ |
| Other | _____ | _____ |

Smoke Alarms: No. of Units: _____ Tested? yes no Working? yes no

Door Locks on all exterior doors tested? (including but not limited to patio doors, door from house to garage, front door, and rear doors) yes no Working? yes no

| | | | | | |
|---------------------------|-----------------|-----------------|-------------------------------------|-----------------|-----------------|
| R. Number of Keys: | <u>Received</u> | <u>Returned</u> | | <u>Received</u> | <u>Returned</u> |
| Door keys: | _____ | _____ | Garage Door Remotes: | _____ | _____ |
| Mailbox keys: | _____ | _____ | Laundry Room Keys: | _____ | _____ |
| Security Cards: | _____ | _____ | Recreational Facilities Keys/Cards: | _____ | _____ |

The undersigned acknowledge that the above is an accurate assessment of the condition of the property as of the date signed.

Tenant _____ Date _____
Ph: (h) _____ (mb) _____
E-mail: _____

Tenant _____ Date _____
Ph: (h) _____ (mb) _____
E-mail: _____

Tenant _____ Date _____
Ph: (h) _____ (mb) _____
E-mail: _____

Tenant _____ Date _____
Ph: (h) _____ (mb) _____
E-mail: _____

For Landlord's Use: This form was received by Landlord on _____ (date)

_____ (Landlord's or Manager's signature)