

Greenleaf Realty

Tenant Property Checklist

**Note: Please return to our office within 1 week
of receipt of this form concerning the property listed below.**

Address: _____

Tenant's Name: _____

Appearance of Grounds (General) _____

Condition of Lawn and Plantings _____

Common Areas, Blacktop, Walks, Driveways, Pool _____

Lighting and Sprinklers _____

Garages or Carports _____

Condition of Roofs _____

Exterior Siding/Paint _____

Condition of Exterior Walls (Foundation) _____

Condition of Exterior Doors _____

Condition of Exterior Windows _____

Condition of Porch _____

	OK	NOT	Measurements/Comments
Garage	()	()	_____
Carport	()	()	_____
Patio	()	()	_____
Storage Room	()	()	_____
Doors			
--Louvers Intact	()	()	_____
--Locks	()	()	_____
--Latches	()	()	_____
--Surfaces	()	()	_____
--Doorstops	()	()	_____
Nameholders	()	()	_____
Doorbell	()	()	_____
Washer			
--Serial #	()	()	_____
--Hookup	()	()	_____
Dryer			
--Serial #	()	()	_____
--Hookup	()	()	_____
Other:			_____

Property Interior Checklist

Kitchen	OK	NOT	Measurements/Comments
Dimensions			
Floor Condition	()	()	
Disposal works	()	()	
Sink Stopper	()	()	
Strainer	()	()	
Cabinets	()	()	
Sink	()	()	
Countertops	()	()	
Range hood cabin	()	()	
Exhaust fan works	()	()	
Dishwasher	()	()	
--Serial #	()	()	
Refrigerator	()	()	
--Serial #	()	()	
--Clean	()	()	
--Light	()	()	
--Trays	()	()	
--Shelves	()	()	
Range	()	()	
--Serial #	()	()	
--Interior clean	()	()	
--Knobs	()	()	
--Pans/racks	()	()	
Light Switches	()	()	
Bulbs	()	()	
Windows	()	()	
Screens	()	()	
Blinds	()	()	
Doors	()	()	
Walls	()	()	
Overall clean			
Other:			

Dining/Living	OK	NOT	Measurements/Comments
Dimensions			
Floors	()	()	
Carpets	()	()	
Lights	()	()	
Windows	()	()	
Windows	()	()	
Windows	()	()	
Screens	()	()	
Walls	()	()	
Wood paneling	()	()	
Drapes	()	()	
Blinds	()	()	
Drapery rods	()	()	
Other:			

Bathroom(s)	OK	NOT	Measurements/Comments
Dimensions			

Toilets	()	()	_____
Faucets	()	()	_____
Sink chips	()	()	_____
T. paper roll	()	()	_____
Stoppers work	()	()	_____
Mirrors	()	()	_____
Bars	()	()	_____
Curtain rod	()	()	_____
Fixtures	()	()	_____
Tiles	()	()	_____
Linoleum	()	()	_____
Tub caulking	()	()	_____
Tub chips	()	()	_____
Bulbs	()	()	_____
Switches	()	()	_____
Vent fan	()	()	_____
Floors	()	()	_____
Blinds	()	()	_____
Window(s)	()	()	_____
Screens	()	()	_____
Other:			_____

Bedroom(s)	OK	NOT	Measurements/Comments
First			
Dimensions			
Walls	()	()	_____
Floors	()	()	_____
Carpets	()	()	_____
Lights	()	()	_____
Windows	()	()	_____
Blinds	()	()	_____
Screens	()	()	_____
Closets	()	()	_____
Other:			_____

Second	OK	NOT	Measurements/Comments
Dimensions			
Walls	()	()	_____
Floors	()	()	_____
Carpets	()	()	_____
Lights	()	()	_____
Windows	()	()	_____
Blinds	()	()	_____
Screens	()	()	_____
Closets	()	()	_____
Other:			_____

Third	OK	NOT	Measurements/Comments
Dimensions			
Walls	()	()	_____
Floors	()	()	_____
Carpets	()	()	_____

Lights	()	()	_____
Windows	()	()	_____
Blinds	()	()	_____
Screens	()	()	_____
Closets	()	()	_____
Other:			

Fourth Dimensions	OK	NOT	Measurements/Comments
Walls	()	()	_____
Floors	()	()	_____
Carpets	()	()	_____
Lights	()	()	_____
Windows	()	()	_____
Blinds	()	()	_____
Screens	()	()	_____
Closets	()	()	_____
Other:			

I (We) the Tenant of the below referenced property have inspected the above items and facilities. I (We) agree they are in good working condition except as noted.

Tenant

Date

Tenant

Date

Property Address

Date