

ARIZONA MOVE-IN CHECKLIST

YOU SHOULD COMPLETE THIS CHECKLIST, NOTING THE CONDITION OF THE RENTAL PROPERTY, AND RETURN IT TO THE LANDLORD WITHIN 5 DAYS AFTER OBTAINING POSSESSION OF THE RENTAL UNIT. YOU ARE ALSO ENTITLED TO REQUEST AND RECEIVE A COPY OF THE LAST TERMINATION INVENTORY CHECKLIST WHICH SHOWS WHAT CLAIMS WERE CHARGEABLE TO THE LAST PRIOR TENANTS.

INVENTORY CHECKLIST FOR _____

You are being provided with two copies of the Inventory Checklist. You should complete one checklist, noting the condition of the rental property, and return it to the landlord within 5 days after obtaining possession of the rental unit. You should keep the other copy for your records.

Landlord's name and address _____

Security deposit deposited at _____

Name(s) of the tenant(s) _____

MOVE-IN

Move-In Date:

MOVE-OUT

Move-Out Date:

KITCHEN

Refrigerator

Range & oven

Broiler

Range hood & fan

Sink & counter

Garbage disposal

Cabinets

Light fixture

Walls/ceiling & paint

Carpet/floor

Curtains or draperies

Windows & screens

Furniture

Closets

Shelves

Doors

Plumbing fixtures

Other

DINING ROOM

Thermostat	_____	_____
Air conditioner	_____	_____
Door	_____	_____
Windows & screens	_____	_____
Walls/ceiling & paint	_____	_____
Carpet/floor	_____	_____
Curtains or draperies	_____	_____
Light fixture	_____	_____
Furniture	_____	_____
Closets	_____	_____
Shelves	_____	_____
Other	_____	_____

LIVING ROOM

Thermostat	_____	_____
Air conditioner	_____	_____
Door	_____	_____
Windows & screens	_____	_____
Walls/ceiling & paint	_____	_____
Carpet/floor	_____	_____
TV cord & adaptor	_____	_____
Curtains or draperies	_____	_____
Light fixture	_____	_____
Furniture	_____	_____
Closets	_____	_____
Shelves	_____	_____
Other	_____	_____

BATHROOM

Bathtub/shower	_____	_____
Sink & counter	_____	_____
Medicine cabinet	_____	_____
Vent fan	_____	_____
Ceramic tile	_____	_____
Light fixture	_____	_____
Walls/ceiling & paint	_____	_____
Carpet/floor	_____	_____
Curtains or draperies	_____	_____
Windows	_____	_____
Closets	_____	_____
Shelves	_____	_____
Doors	_____	_____
Toilet	_____	_____

Other

BEDROOM NO. 1

Doors

Windows & screens

Light fixture

Walls/ceiling paint

Carpet/floor

Closets

Curtains or draperies

Furniture

Shelves

Other

BEDROOM NO. 2

Doors

Windows & screens

Light fixture

Walls/ceiling paint

Carpet/floor

Closets

Curtains or draperies

Furniture

Shelves

Other

BASEMENT/STORAGE

Windows

Walls/ceiling & paint

Closets

Floors

Doors

Other

HALLWAY(S)

Doors

Walls/ceiling & paint

Floors

Windows

Other

STAIRWELL

Doors

Walls/ceiling & paint	_____	_____
Floors	_____	_____
Windows	_____	_____
Railings	_____	_____
Other	_____	_____

**GARAGE/PARKING
AREA**

Windows	_____	_____
Walls/ceiling	_____	_____
Shelves	_____	_____
Paint	_____	_____
Doors	_____	_____
Other	_____	_____

**DATE UTILITIES
NOTIFIED**

Gas company	_____	_____
Electric company	_____	_____
Water & sewer	_____	_____

NUMBER OF KEYS _____

RECEIPT FOR INVENTORY CHECKLIST AND LEASE

Tenant acknowledges a copy of two Inventory checklists and a signed copy of the Lease for Premises located at

_____. If one completed Checklist is not returned to Landlord within the 7 days from this date, the Landlord and Tenant agree that none of the real or personal property at the premises is damaged or flawed in any way.

TENANT _____

DATE _____

ITEMIZED LIST OF CHARGES

TENANT _____ DATE MAILED _____

FORWARDING ADDRESS _____

CREDITS

- | | |
|---------------------|----------|
| 1. Security Deposit | \$ _____ |
| 2. Other | \$ _____ |

TOTAL CREDITS \$ _____

CHARGES

- | | |
|---|----------|
| 1. Rental arrearage | \$ _____ |
| 2. Rent due for premature termination of the lease
by the tenant | \$ _____ |
| 3. The tenant's utility bills not paid by the tenant | \$ _____ |
| 4. Damages to property and estimated cost of
repair: | \$ _____ |
| a. | \$ _____ |
| b. | \$ _____ |
| c. | \$ _____ |
| d. | \$ _____ |
| e. | \$ _____ |

TOTAL CHARGES \$ _____

AMOUNT OWED TO THE TENANT

(if charges are less than credits,
the tenant is entitled to receive this amount) \$ _____

ADDITIONAL AMOUNT OWED TO THE LANDLORD

(if credits are less than charges, the tenant owes this
additional amount to the landlord) \$ _____

**You must respond to this notice by mail within 5 days after receipt of same;
otherwise you will forfeit the amount claimed for damages.**