

# NORTH DAKOTA MOVE-IN CHECKLIST

INVENTORY CHECKLIST FOR \_\_\_\_\_

You should complete one checklist, noting the condition of the rental property, and return it to the landlord after obtaining possession of the rental unit. You should keep a copy for your records. You must notify the landlord in writing after you move of a forwarding address where you can be reached and where you will receive mail; otherwise your landlord shall be relieved of sending you an itemized list of damages and the penalties adherent to that failure.

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:
	_____	_____
<b>KITCHEN</b>	_____	_____
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	_____	_____
 <b>DINING ROOM</b>		
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	_____	_____
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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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

**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 \_\_\_\_\_

\_\_\_\_\_

TENANT \_\_\_\_\_

DATE \_\_\_\_\_

**ITEMIZED LIST OF CHARGES**

TENANT \_\_\_\_\_ DATE MAILED \_\_\_\_\_

FORWARDING ADDRESS \_\_\_\_\_

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**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 after receipt of same;  
otherwise you will forfeit the amount claimed for damages.**