

Russell Property Management, LLC

106 Regency Blvd.
Greenville, NC 27834

Phone (252) 329-7368
Fax (252) 355-9641

RESIDENCE CONDITION INSPECTION CHECKLIST

Name _____ Phone No _____

Address _____

Move In Date _____ Lease End Date _____

LIVING ROOM	BATHROOMS	(1)	(2)	(3)	CHECK IF OKAY
Blinds _____	Ceiling _____	_____	_____	_____	AIR CONDITIONER _____
Carpet _____	Commode _____	_____	_____	_____	HEATER _____
Ceiling _____	Door _____	_____	_____	_____	WATER HEATER _____
Door Stops _____	Door Stops _____	_____	_____	_____	SMOKE ALARM _____
Light & Fixture _____	Fan _____	_____	_____	_____	
Receptacles _____	Lavatory/Sink _____	_____	_____	_____	
Screens _____	Light & Fixture _____	_____	_____	_____	
Threshold _____	Mirrors _____	_____	_____	_____	
Walls _____	Shower Bar _____	_____	_____	_____	LOCKS Front _____ Back _____
Other _____	Towel Bar _____	_____	_____	_____	
	Tub/Shower _____	_____	_____	_____	
	Vanity/Counter _____	_____	_____	_____	COMMENTS
DINING ROOM	Vinyl _____	_____	_____	_____	FOR DAMAGES/REPAIRS THAT NEED
Blinds _____	Wallpaper _____	_____	_____	_____	TO BE CORRECTED:
Carpet _____	Walls _____	_____	_____	_____	PLACE A REFERENCE NUMBER ON
Ceiling _____	Other _____	_____	_____	_____	THE LINE NEXT TO THE ITEM AND
Door Stop _____	BEDROOMS	(1)	(2)	(3)	LIST OUT THE PROBLEMS THAT MUST
Light & Fixture _____	Blinds _____	_____	_____	_____	BE CORRECTED BY REFERENCE
Receptacles _____	Carpet _____	_____	_____	_____	NUMBER BELOW:
Screens _____	Ceiling _____	_____	_____	_____	_____
Walls _____	Closet _____	_____	_____	_____	_____
Windows _____	Door Stops _____	_____	_____	_____	_____
Other _____	Doors _____	_____	_____	_____	_____
	Light & Fixture _____	_____	_____	_____	_____
KITCHEN	Receptacles _____	_____	_____	_____	_____
Blinds _____	Screens _____	_____	_____	_____	_____
Cabinets _____	Walls _____	_____	_____	_____	_____
Ceiling _____	Windows _____	_____	_____	_____	_____
Countertops _____	Other _____	_____	_____	_____	_____
Dishwasher _____		_____	_____	_____	_____
Disposal _____	WASHER/DRYER ROOM	_____	_____	_____	_____
Doors _____	Ceiling _____	_____	_____	_____	_____
Hardware _____	Doors _____	_____	_____	_____	_____
Light & Fixture _____	Shelves _____	_____	_____	_____	_____
Range _____	Vinyl _____	_____	_____	_____	_____
Range Hood _____	Walls _____	_____	_____	_____	_____
Receptacles _____	Other _____	_____	_____	_____	_____
Refrigerator _____		_____	_____	_____	_____
Screens _____	EXTERIOR	_____	_____	_____	_____
Sink _____	Light & Fixture _____	_____	_____	_____	_____
Vinyl _____	Doors _____	_____	_____	_____	_____
Walls _____	Deck/Patio _____	_____	_____	_____	_____
Windows _____	Receptacles _____	_____	_____	_____	_____
Other _____		_____	_____	_____	_____

PLEASE COMPLETE AND RETURN TO RUSSELL PROPERTY MANAGEMENT WITHIN 10 DAYS OF MOVING INTO YOUR APARTMENT. IF MULTIPLE BEDROOMS OR BATHS, PLEASE INDICATE ON INSPECTION SHEET.

I HAVE INSPECTED THE UNIT SPECIFIED ABOVE AND HAVE FOUND IT TO BE IN NORMAL CONDITION EXCEPT AS NOTED. I UNDERSTAND IT IS MY RESPONSIBILITY TO MAINTAIN THE RESIDENCE IN A PROPER CONDITION AND TO LEAVE IT AS I FOUND IT EXCEPT FOR NORMAL WEAR AND TEAR. I/WE ACKNOWLEDGE THAT I/WE HAVE TESTED THE SMOKE ALARM(S) AND IT IS/THEY ARE WORKING PROPERLY.

Tenant Signature _____ Date _____

Tenant Signature _____ Date _____

Tenant Signature _____ Date _____