

Synergy Realty Group – PM Division Condition & Inventory Report

Property Address:	
Tenant(s) Name(s):	
Move-In Date:	

Exterior Front	Remarks	Picture
Wall/Fence		
Gate		
Gutters		
Front Door		
Doorbell		
Windows		
Grass/Bushes/Trees		
Porch Light		
Porch		
Driveway		

Exterior Rear	Remarks	Picture
Wall/Fence		
Gate		
Gutters		
Back Door		
Shed		
Grass/Bushes/Trees		
Porch Lights		
Porch/Deck		

Hall/Stairs	Remarks	Picture
Ceiling		
Floor		
Walls		
Baseboards/Moulding		
Doors/Windows		
Blinds/Curtains		
Light Fixtures		
Switches/Sockets		
Handrail/Bannister		
Smoke /CO Alarms		

Dining Room	Remarks	Picture
Ceiling		
Floor		

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Walls		
Baseboards/Molding		
Doors/Windows		
Windows		
Window Tracks		
Window Screens		
Window Sills		
Blinds/Curtains		
Light Fixtures		
Switches/Socket		
Smoke /CO Alarms		
Slider Glass Door		

Kitchen	Remarks	Picture
Ceiling		
Floor		
Walls		
Baseboards/Molding		
Doors		
Windows		
Window Tracks		
Window Screens		
Window Sills		
Blinds/Curtains		
Light Fixtures		
Switches/Socket		
Smoke /CO Alarms		
Sink/Traps		
Countertops		
Extractor Fan		
Cooker/Oven		
Exterior Surfaces		
Hotplate/Burners		
Controls/Timer		
Light		
Oven Interior		
Baking Trays/Racks		
Refrigerator		
Exterior Surfaces		
Interior Surfaces		

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Controls		
Light		
Freezer		
Exterior Surfaces		
Interior Surfaces		
Controls		
Light		
Dishwasher		
Exterior Surfaces		
Interior Surfaces		
Controls		
Microwave		
Exterior Surfaces		
Interior Surfaces		
Controls		
Lights		

Living Room	Remarks	Picture
Ceiling		
Floor		
Walls		
Baseboards/Molding		
Doors		
Windows		
Window Tracks		
Window Screens		
Window Sills		
Blinds/Curtains		
Light Fixtures		
Switches/sockets		
Smoke /CO Alarms		

Family Room	Remarks	Picture
Ceiling		
Floor		
Walls		
Baseboards/Molding		
Doors		

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Windows		
Window Tracks		
Window Screens		
Window Sills		
Blinds/Curtains		
Light Fixtures		
Switches/Socket		
Smoke /CO Alarms		

Bedroom 1	Remarks	Picture
Ceiling		
Floor		
Walls		
Baseboards/Molding		
Doors		
Windows		
Window Tracks		
Window Screens		
Window Sills		
Blinds/Curtains		
Light Fixtures		
Switches/Socket		
Smoke /CO Alarms		
Bedroom Closet		
Doors		
Light		
Baseboards		
Shelves		

Bedroom 2	Remarks	Picture
Ceiling		
Floor		
Walls		
Baseboards/Molding		
Doors		
Windows		
Window Tracks		
Window Screens		
Window Sills		
Blinds/Curtains		

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Light Fixtures		
Switches/Socket		
Smoke /CO Alarms		
Bedroom Closet		
Doors		
Light		
Baseboards		
Shelves		

Bedroom 3	Remarks	Picture
Ceiling		
Floor		
Walls		
Baseboards/Molding		
Doors		
Windows		
Window Tracks		
Window Screens		
Window Sills		
Blinds/Curtains		
Light Fixtures		
Switches/Socket		
Smoke /CO Alarms		
Bedroom Closet		
Doors		
Light		
Baseboards		
Shelves		

Bedroom 4	Remarks	Picture
Ceiling		
Floor		
Walls		
Baseboards/Molding		
Doors		
Windows		
Window Tracks		
Window Screens		
Window Sills		
Blinds/Curtains		

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Light Fixtures		
Switches/Socket		
Smoke /CO Alarms		
Bedroom Closet		
Doors		
Light		
Baseboards		
Shelves		

Bathroom 1	Remarks	Picture
Ceiling		
Floor		
Walls		
Baseboards/Molding		
Doors		
Windows		
Window Tracks		
Window Screens		
Window Sills		
Blinds/Curtains		
Light Fixtures		
Switches/Socket		
Exhaust Fan		
Towel Bars		
Toilet Paper Holder		
Cabinet		
Faucets		
Showerhead		
Shower Doors		
Tub		
Mirror		

Bathroom 2	Remarks	Picture
Ceiling		
Floor		
Walls		
Baseboards/Molding		
Doors		
Windows		

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Window Tracks		
Window Screens		
Window Sills		
Blinds/Curtains		
Light Fixtures		
Switches/sockets		
Exhaust Fan		
Towel Bars		
Toilet Paper Holder		
Cabinet		
Faucets		
Showerhead		
Shower Doors		
Tub		
Mirror		

Bathroom 3	Remarks	Picture
Ceiling		
Floor		
Walls		
Baseboards/Molding		
Doors		
Windows		
Window Tracks		
Window Screens		
Window Sills		
Blinds/Curtains		
Light Fixtures		
Switches/sockets		
Exhaust Fan		
Towel Bars		
Toilet Paper Holder		
Cabinet		
Faucets		
Showerhead		
Shower Doors		
Tub		
Mirror		

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Garage	Remarks	Picture
Ceiling		
Floor		
Walls		
Opener		
Doors/Windows		
Light Fixtures		
Switches/Socket		

Room & Location	Remarks	Picture

Miscellaneous Items	Yes or No	Clean or Not	Remarks & Location of Items
Pet Damage			
Furnace (get filter size)			
Washer			
Dryer			
A/C			
Alarms System			
Sprinkler System			
Fireplace (gas or wood)			
Hot Tub			
Yard – Front			
Yard – Back			

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SMOKE DETECTOR INSTRUCTIONS

1. The smoke/carbon monoxide detector uses 9-volt, AA or AAA batteries. Some MAY be hardwired to the property through the electrical system.
2. The smoke detector should be tested once a week by pressing the test button down and holding it for 30 seconds or until the alarm sounds.
3. If the smoke detector is beeping on and off every few minutes and there is no smoke present, change the battery. This is a warning the battery is low. If the beeping doesn't stop after replacing the battery, it is time to change the smoke detector so please let the Landlord know by submitting a work order request through your portal.
4. NEVER DISABLE THE SMOKE DETECTOR or CO DETECTOR BY TAKING IT OFF THE WALL OR REMOVING THE BATTERIES COMPLETELY.

Tenant Signature

Tenant Signature

Tenant Printed Name

Tenant Printed Name

Date