



**PROSPERA
REALTY**
& PROPERTY MANAGEMENT

Inventory and Condition Form

Please Fill out and Return within 7 days of your Move-In Date

Name: _____

Date of Occupancy: _____

Date Vacated: _____

Unit # _____

KITCHEN :

RANGE _____ OVEN _____ FAN _____

LIGHTS _____ REFRIGERATOR _____

GARBAGE DISPOSAL _____ DISHWASHER _____

CABINETS/COUNTERTOPS _____

FLOOR _____ SINK _____

FAUCETS _____

SPARE BATHROOM

COMMODE _____ TUB _____

FAUCETS _____ MIRROR _____ VANITY _____

TOWEL BAR _____ FLOOR _____

LIGHTS _____

MASTER BATHROOM

COMMODE _____ TUB _____

FAUCETS _____ MIRROR _____ VANITY _____

TOWEL BAR _____ FLOOR _____

LIGHTS _____

BEDROOM 1

CLOSET DOORS _____

WINDOWS _____

SCREENS _____ BLINDS _____

DOORS _____

CEILINGS _____

WALLS Just Painted _____

LIGHT FIXTURES _____

CARPET _____



**PROSPERA
REALTY**

& PROPERTY MANAGEMENT

BEDROOM 2

CLOSET DOORS _____

WINDOWS _____

SCREENS _____

BLINDS _____

DOORS _____

CEILINGS _____

WALLS Just Painted _____

LIGHT FIXTURES _____

CARPET/FLOORING _____

BEDROOM 3

CLOSET DOORS _____

WINDOWS _____

SCREENS _____ **BLINDS** _____

DOORS _____

CEILINGS _____

WALLS Just Painted _____

LIGHT FIXTURES _____

CARPET _____

LIVING/GENERAL AREA

FLOORING New Carpet in Living and Dining Area _____

ISSUES _____

FRONT OR REAR DOOR LOCKS OR WINDOW



**PROSPERA
REALTY**

& PROPERTY MANAGEMENT

LOCKS _____

WINDOWS/SCREENS _____

WALLS Just Painted _____ **CEILINGS** _____

LIGHTING _____ **CABLE** _____

PHONE OUTLET _____

ELECTRICAL OUTLETS _____

BLINDS/VERTICALS _____

NUMBER OF KEYS GIVEN _____

NUMBER OF KEYS RETURNED _____

FRONT DOOR KEY(S) 1 _____

MAIL BOX KEY(S) 1 _____

AMENITIES KEY(S) _____

WORK ORDER REQUESTS: _____

RESIDENT SIGNATURE: _____

RESIDENT SIGNATURE: _____

AGENT/OWNER SIGNATURE Teresa Williams _____



**PROSPERA
REALTY**

& PROPERTY MANAGEMENT

**For office use:
Standard Cleaning or Replacement Charges:**

Trash Removal	\$25 and up	Carpet Replacement	Cost/Labor
Replacement of Door	\$50-\$500	Linoleum Replacement	Cost/Labor
Replacement window Shades	Cost/Labor	Drip pan replacement	\$20
Replacement of Fixtures	Cost/Labor	Ceiling Fan Replacement	Cost/Labor
Painting	\$75-\$400	Screens	Cost/Labor
Counter Repairs	Cost/Labor	Shampoo Carpet	\$140
		Any cleaning or work made necessary as a result smoking inside of unit.	Cost/Labor

Damage _____

Keys not returned \$20 each _____

Other charges: _____

