BEDROOMS

	NEW	USED	DAMAGED	NEEDS REPAIR	Details
FIRST					
FLOORS/ CARPET					
WALLS					
CEILING					
DRAPES/ SHADES					
ELECTRICAL FIXTURES					
WINDOWS/ MIRROR					
FURNITURE (LIST)					
_____					
_____					
SECOND					
FLOORS/ CARPET					
WALLS					
CEILING					
DRAPES/ SHADES					
ELECTRICAL FIXTURES					
WINDOWS/ MIRROR					
FURNITURE (LIST)					
_____					
_____					

BATHROOM

	NEW	USED	DAMAGED	NEEDS REPAIR	Details
FLOORS					
WALLS					
CEILING					
ELECTRICAL FIXTURES					
SINK					
SHOWER/ TUB					
TOILET					
WINDOWS/ VENTILATION					
MIRROR					
TOWEL RACKS/ TOILET PAPER HOLDER					

SECURITY DEPOSIT AMOUNT: $_____

DATE DUE: _____

SECURITY DEPOSIT TO BE RETURNED BY:_____
OR 30 DAYS AFTER VACATE.

Be sure to get all Maintenance and Repair Agreements in writing. Be specific. Photocopy, Keep Original, Give copy to Landlord.

Signed by: _____ Date:_____
(Landlord)

Signed by: _____ Date:_____
(Tenant)

Cooperative Extension
Tompkins County

Education Center
615 Willow Avenue
Ithaca, NY 14850-3555
t. 607.272.2292
f. 607.272.7088
e. tompkins@cornell.edu
www.ccetompkins.org

SECURITY DEPOSIT INVENTORY

For more information about renting, landlords and tenants are invited to call the Consumer Helpline at Cornell Cooperative Extension of Tompkins County.

Consumer Helpline - 272-2292
Monday to Friday, 10 AM to 2 PM

Building Strong and Vibrant New York Communities

Cornell Cooperative Extension provides equal program and employment opportunities. NYS College of Agriculture and Life Sciences, NYS College of Human Ecology, and NYS College of Veterinary Medicine at Cornell University, Cooperative Extension associations, county governing bodies, and U.S. Department of Agriculture, cooperating.

9/06

Before moving into a rental unit, work with the landlord to complete this checklist to document the contents and their condition. Note items that are missing and detail specifically all damages noticed. Complete this inventory just prior to taking possession of the property. Make and sign a list of any agreed upon repairs that are to be done. Both you and the landlord should sign and date these documents. Keep the originals with your lease. Make a photocopy for the landlord. As further protection, take photos of the interior of the unit before moving in.

When moving out, revisit this inventory with the landlord. Each of you should again sign off on it. Also take pictures before leaving in case questions arise later.

KITCHEN

Item	NEW	USED	DAMAGED	NEEDS REPAIR	Details
Disposal					
Range					
Refrigerator					
Dishwasher					
Sink					
Electrical Outlets					
Lighting					
No Exposed Wires					
Condition of Countertop					
Cupboards					
Walls					
Floors					
Ceiling					

LIVING ROOM

Item	NEW	USED	DAMAGED	NEEDS REPAIR	Details
Floor/Carpet					
Walls					
Ceiling					
Electrical Fixtures					
Windows					
Drapes/Shades					
Storm Windows					
Furniture (LIST)					
_____					
_____					
_____					
_____					
_____					