**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12172&utm_source=template-word&utm_medium=content&utm_campaign=Sample+Rental+Property+Inventory+Template-word-12172&lpa=Sample+Rental+Property+Inventory+Template+word+12172)Microsoft Word Rental Property**

**Inventory Template Example**

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| **Reviewer Name:** |  |
| **Phone / Email of Reviewer:** |  |
| **Address of Property:** |  |
| **Current Tenant:** |  |
| **Date of Inventory:** |  |

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| **Property Area:** Living Room | | | |
| **Item Description** | **Number of Item(s)** | **Move-In Condition** | **Move-Out Condition** |
| Sofa (3-seater, gray fabric) | 1 | Minor wear on armrests | Additional wear on armrests, slight stain on cushion |
| Coffee Table (wooden, dark oak finish) | 1 | Surface has light scratches | Additional scratches on surface |
| Lamps (standing, chrome finish) | 2 | Both in good working condition | One lamp has a slight dent, both functional |
| Television (42-inch LED, clean screen, remote included) | 1 | Excellent condition | Screen clean, minor wear on remote |
| Wall Art (framed prints, modern abstract) | 3 | All in good condition | One print slightly tilted in frame, otherwise good |
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| **Property Area:** Kitchen | | | |
| **Item Description** | **Number of Item(s)** | **Move-In Condition** | **Move-Out Condition** |
| Refrigerator (stainless steel) | 1 | Clean, fully functional | Minor scratches on the door, otherwise clean and functional |
| Oven (electric) | 1 | Spotless, all burners operational | Clean, one burner slightly discolored |
| Microwave (countertop) | 1 | Clean, fully functional | Interior clean, slight wear on buttons |
| Dishwasher (stainless steel) | 1 | Clean, in excellent working condition | Minor wear on control panel, otherwise functional |
| Dining Table (wooden, polished) | 1 | No visible marks | Minor surface scratches, otherwise good condition |
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| **Property Area:** Bathroom | | | |
| **Item Description** | **Number of Item(s)** | **Move In-Condition** | **Move Out-Condition** |
| Shower (glass door) | 1 | Spotless, no leaks | Minor water spots on glass, no leaks |
| Toilet | 1 | Clean, no visible damage, fully functional | Clean, minor scuff on seat |
| Sink (porcelain) | 1 | Clean, faucet fully operational | Minor limescale on faucet, otherwise clean |
| Mirror | 1 | No scratches, clean, secure on wall | Slight smudge on corner, still secure |
| Towel Rack (metal, chrome finish) | 1 | Good, no rust | Slight tarnish on finish, still secure |
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| **Property Area:** Bedroom | | | |
| **Item Description** | **Number of Item(s)** | **Move-In Condition** | **Move-Out Condition** |
| Bed Frame (queen size, metal, black) | 1 | Sturdy, minor scuffs on legs | Additional scuffs on legs, otherwise sturdy |
| Mattress (queen size, medium firmness) | 1 | Clean, no visible stains | Slight discoloration, no new stains |
| Nightstands (wooden, white) | 2 | Minor surface wear | Additional surface wear, otherwise functional |
| Wardrobe (sliding doors, mirrored, light wood) | 1 | Good condition | Minor chip on edge of door, mirror intact |
| Dresser (6 drawers, white) | 1 | Some drawers slightly stiff but functional | Drawers still stiff, minor scratch on top surface |
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Authorization / Document Approvals

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| --- | --- | --- |
| **Name of Landlord** | **Signature** | **Date** |
|  |  |  |
| **Name of Tenant** | **Signature** | **Date** |
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