

INSPECTION CHECKLIST

TENANT: _____
LANDLORD: _____
LANDLORD PHONE: _____
UNIT #: _____
UNIT ADDRESS: _____

ENTRANCE

Light Fixtures/Switches _____
Door _____
Storm Door _____
Knocker/Bell _____
Peephole _____
Lock _____

KITCHEN

Light Fixtures/Switches _____
Cabinets _____
Drawers/Knobs _____
Shelves _____
Doors/Knobs _____
Exhaust Fan _____
Disposal _____
Stove _____
Burners _____
Oven _____
Shelves _____
Broiler _____
Refrigerator _____
Defroster _____
Freezer Door _____
Ice Cube Tray _____
Vegetable Drawer _____
Dishwasher _____
Sink _____
Faucets _____
Stopper _____
Drain _____
Countertop _____

Floor _____
Walls _____
Ceiling _____

LIVING ROOM

Light Fixtures/Switches _____
Floor _____
Rugs _____
Walls _____
Holes _____
Paint _____

BATHROOM

Light Fixtures/Switches _____
Exhaust Fan _____
Medicine Cabinet _____
Mirror _____
Shelves _____
Tub/Shower _____
Faucets _____
Stopper _____
Caulking _____
Drain _____
Toilet _____
Seat _____
Flushing _____
Towel Bars _____
Sink _____
Faucets _____
Stopper _____
Drain _____

Floor _____
Walls/Ceiling _____

BEDROOM 1

Light Fixtures/Switches _____
Floor _____
Walls/Ceiling _____
Holes _____
Paint _____
Closets _____

BEDROOM 2

Light Fixtures/Switches _____
Floor _____
Walls/Ceiling _____
Holes _____
Paint _____
Closets _____

BEDROOM 3

Light Fixtures/Switches _____
Floor _____
Walls/Ceiling _____
Holes _____
Paint _____
Closets _____

GENERAL

Porches _____
Steps _____
Railings _____
Patio _____
Balcony _____
Air Conditioner _____
Water Heater _____
Furnace _____
Yard _____
Electrical Outlets _____

WINDOWS

Shades _____
Screens _____
Blinds _____
Storm Windows _____
Locks _____

OTHER

DATE: _____ INITIALS: _____
DATE GIVEN TO LANDLORD: _____
LANDLORD'S SIGNATURE (IF JOINTLY PREPARED): _____



AMOUNT OF SECURITY DEPOSIT: The security deposit demanded by the landlord may not exceed two month's rent.

INSTRUCTIONS FOR USING CHECKLIST:

Inspect your apartment thoroughly when you move in. Indicate on the checklist any damages existing at that time. Fill out the information at the top and sign and date it at the bottom of the form. It is best to send a *copy* to the landlord by certified mail so that you can show they received it. Keep the certified mail receipt with your copy.

INTEREST ON SECURITY DEPOSIT: The landlord must credit interest on all security deposits held more than 13 months.

LANDLORD'S CHECKLIST: Your landlord is required to either submit to you a written report within 5 days of your moving into the apartment which itemizes the damages existing at that time; or adopt a written policy permitting you to prepare the report for the landlord or jointly with the landlord. That record will be deemed correct unless it is objected *in writing* within five (5) days of receipt. If you receive a report from your landlord and it does not list all the damages to the apartment, notify the landlord *in writing* within five days of the additional damages you found. Send the landlord a letter indicating that you object to his list of damages and that you found the additional damages listed on the checklist on the back of this pamphlet. Many landlords fail to submit the report to tenants. In those situations you should submit this checklist to the landlord.

INSPECTION AT TERMINATION OF LEASE:

When the landlord asks you to vacate your unit or when you properly notify the landlord of your intention to vacate the unit, the landlord is required to make a reasonable effort to advise you of your right to be present at the landlord's inspection to determine the amount of security deposit to be returned. If you want to be present you must notify the landlord *in writing* of your desire to be present. The landlord must notify you of the time and date of the inspection, which must be made within 72 hours after you have moved out of the

unit. Upon completing the inspection, the landlord must give you an itemized list of damages found by the inspection.

RETURN OF THE SECURITY DEPOSIT: The landlord must return your security deposit and/or provide you with an itemized list of all deductions from your security deposit within 45 days after you move out. Be sure to give the landlord your forwarding address. If you don't get the deposit or list you may sue for your deposit.

TENANT INSPECTION OF SECURITY

DEPOSIT RECORDS: The landlord is required to maintain tenants' security deposits for the past two years. Your own records must be available for your inspection during normal business hours. You may want to check these records if you have any doubt about how your security deposit has been used.

USE OF SECURITY DEPOSIT: The landlord may apply the security deposit to pay any unpaid rent, late charges, damages or cleaning of the apartment. It may not be applied to fix reasonable wear and tear.



The Information Contained In This Brochure Pertains Only to the County of Albemarle Office of Housing and Should Not Be Interpreted as a Definitive Policy Statement for Other Housing Authorities. For More Information on Program Guidelines for Each Program, Please Contact the Appropriate Agency for More Information.

The County of Albemarle Office of Housing Shall Not Deny Any Family or Individual the Equal Opportunity to Apply for or Receive Assistance Under the Section 8 Programs on the Basis of Race, Color, Sex, Religion, Creed, National or Ethnic Origin, Age, Familial Status, Handicap or Disability.

The County of Albemarle Office of Housing is Accessible to Persons with Disabilities. Accessibility for the Hearing-Impaired is Provided by Calling the Virginia Relay Center by Dialing 711.



Tenant rights and Apartment Checklist

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