



# Palmetto Shores Management

## Discrepancy Report

This report must be completed and returned to our office within two (2) weeks upon possession of the property. Please note any and all discrepancies or repairs needed. If not denoted on this report, you will be held liable for any and all damages found during the final inspection.

### I. EQUIPMENT

1. Make a complete inventory of all equipment.
2. Note the number of keys received.
3. Ensure that you record all stains, burns, rips, etc. on carpet.
4. Check the drawers, cabinets, closets, etc. to ensure they are clean.
5. **Air filters should be changed monthly, if the coils have to be cleaned because filters have not been changed, this will be your expense.**

### II. KITCHEN

1. Check stove, oven and refrigerator for cleanliness and state of repairs.
2. Check all cabinets, drawers and closet shelves for cleanliness and repair.
3. Note all burns and cuts on kitchen counter tops.
4. Check all blinds/verticals.

### III. WALLS, FLOORS, WINDOWS, ETC.

1. Check all floors, baseboards and walls to ensure that they are clean and free of holes, old wax, etc. Note any discrepancies.
2. Check all windows and screens for damages and cleanliness.
3. Check commodes and areas around for condition of repair and cleanliness.
4. Note soap stains on faucets, shower walls and tubs.
5. Check all blinds/verticals.

### IV. LIGHTS AND FIXTURES

1. Note any broken or cracked light fixtures, inoperative switches, etc.
2. **Interior bulbs are a tenant's responsibility.**

### V. OUTSIDE

1. Check outside area for debris, condition, etc. and the location of/for trash containers/pickup.

**INSPECTION SHEET**

Address: \_\_\_\_\_

Apt. No.: \_\_\_\_\_

**ITEM**

**REMARKS**

**KITCHEN:**

Refrigerator: \_\_\_\_\_

Range: \_\_\_\_\_

Hot Water Heater: \_\_\_\_\_

Sink: \_\_\_\_\_

Floors: \_\_\_\_\_

Walls: \_\_\_\_\_

Light Fixtures & Outlets: \_\_\_\_\_

Wall Cabinets: \_\_\_\_\_

Base Cabinets: \_\_\_\_\_

Blinds/Verticals: \_\_\_\_\_

**LIVING AREA:**

Ceiling: \_\_\_\_\_

Walls: \_\_\_\_\_

Floor: \_\_\_\_\_

Light Fixtures & Outlets: \_\_\_\_\_

Windows & Screens: \_\_\_\_\_

Doors & Locks: \_\_\_\_\_

**DINING AREA:**

Ceiling: \_\_\_\_\_

Walls: \_\_\_\_\_

Floor: \_\_\_\_\_

Light Fixtures & Outlets: \_\_\_\_\_

Windows & Screens: \_\_\_\_\_

Blinds/Verticals: \_\_\_\_\_

**BEDROOM – MASTER:**

Ceiling: \_\_\_\_\_

Walls: \_\_\_\_\_

Floor: \_\_\_\_\_

Windows & Screens: \_\_\_\_\_

Light Fixtures & Outlets: \_\_\_\_\_

Closets & Shelves: \_\_\_\_\_

Doors & Locks: \_\_\_\_\_

Blinds/Verticals: \_\_\_\_\_

**SECOND BEDROOM:**

Ceiling: \_\_\_\_\_

Walls: \_\_\_\_\_

Floor: \_\_\_\_\_

Closets & Shelves: \_\_\_\_\_

Windows & Screens: \_\_\_\_\_

Light Fixtures & Outlets: \_\_\_\_\_

Doors & Locks: \_\_\_\_\_

Blinds/Verticals: \_\_\_\_\_

**THIRD BEDROOM:**

Ceiling: \_\_\_\_\_

Walls: \_\_\_\_\_

Floor: \_\_\_\_\_

Light Fixtures & Outlets: \_\_\_\_\_

Doors & Locks: \_\_\_\_\_

**BATHROOM – MASTER:**

Ceiling: \_\_\_\_\_

Walls: \_\_\_\_\_

Floor: \_\_\_\_\_

Light Fixtures & Outlets: \_\_\_\_\_

Shower Rod: \_\_\_\_\_

Towel Bar, Soap Dishes, etc. \_\_\_\_\_

Medicine Cabinet: \_\_\_\_\_

Lavatory: \_\_\_\_\_

Tub/Shower: \_\_\_\_\_

Commode: \_\_\_\_\_

Door & Lock: \_\_\_\_\_

**BATHROOM – HALL:**

Ceiling: \_\_\_\_\_

Walls: \_\_\_\_\_

Floor: \_\_\_\_\_

Light Fixtures & Outlets: \_\_\_\_\_

Shower Rod: \_\_\_\_\_

Towel Bar, Soap Dishes, etc. \_\_\_\_\_

Medicine Cabinet: \_\_\_\_\_

Lavatory: \_\_\_\_\_

Tub/Shower: \_\_\_\_\_

Commode: \_\_\_\_\_

Door & Lock: \_\_\_\_\_

**HALL:**

Ceiling: \_\_\_\_\_

Walls: \_\_\_\_\_

Floor: \_\_\_\_\_

Closets & Shelves: \_\_\_\_\_

Door & Lock: \_\_\_\_\_

**MISCELLANEOUS:**

Heater: \_\_\_\_\_

House Keys: \_\_\_\_\_

Air Conditioner: \_\_\_\_\_

Heating/Air Filters: \_\_\_\_\_

I hereby acknowledge that the above is an accurate statement of the condition of the unit at the time of my taking occupancy. I further understand that I shall be required to deliver the unit in the same condition at the termination of my tenancy or to pay for any cost incurred by the property to restore the unit to its original condition at the time I took possession of the unit, normal wear and tear expected.

Tenant (s) \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_