

Completed rental condition report sample

Illustrative example showing how room context, precise notes, and photo references can fit together. Names and address are fictional.

Property: 318 W 14th St	Unit: 4B
Tenant: Jordan Lee	Landlord / agent: Sample Manager
Stage: Move-in	Date: September 12, 2026

Room / area	Observed condition	Photos	Follow-up
Entry door	Two shallow dents on interior lower panel; lock and latch operated during walkthrough.	ENTRY 001-003	None
Living room	Three small nail holes on north wall, approximately 5 ft above floor.	LIVING 001-004	Recorded
Kitchen	Dark discoloration along rear panel under sink, about 8 in wide. No cause determined.	KITCHEN 006-009	Maintenance notice sent
Refrigerator	Right crisper drawer has a 2 in crack near front handle; drawer still slides.	KITCHEN 012-013	Recorded
Bedroom 1	Two vertical paint scratches beside west window, each about 3 in long.	BED1 004-006	Recorded
Bathroom	Caulk gap at rear-left tub corner, approximately 1 in; surface photographed dry.	BATH 007-009	Maintenance notice sent
Balcony	Existing scrape on inside face of railing; railing not tested or altered.	BALCONY 001-003	Recorded

Example delivery record

PDF summary and 23 referenced image files sent through the lease-designated resident portal on September 12, 2026 at 6:42 PM. Portal confirmation saved with the report.

This sample demonstrates neutral wording and file references. It does not verify property condition, establish fault, or replace a required form, notice, signature, or local process.