

# Apartment Inspection Form



Date: \_\_\_\_\_ Inspected By: \_\_\_\_\_ Departing Guest Name & Res # \_\_\_\_\_

Complex: \_\_\_\_\_ Apartment #: \_\_\_\_\_ # of Bedrooms: ☐1 ☐2 ☐3 Bed Configuration: T: \_\_\_\_\_ Q: \_\_\_\_\_ K: \_\_\_\_\_

Apartment Inventory						
Disposable Items	#	Missing	Description of How or Where Item Should Be- Refer to BF-2111A	YES	NO	If no, what was done to correct it? Comments
Welcome Snacks	1		(Non – Replenishable) Place contents of cellophane snack package into folded blue box. Leave on counter. <b>This is only for identified Global customers.</b>	<input type="checkbox"/>	<input type="checkbox"/>	
Welcome Water	1		(Non – Replenishable) Leave in the refrigerator one -- ½ liter of bottled water.	<input type="checkbox"/>	<input type="checkbox"/>	
Laundry Detergent	1		(Non – Replenishable) On washing machine If NO in-unit washing machine exists, leave on kitchen counter.	<input type="checkbox"/>	<input type="checkbox"/>	
Dishwasher Detergent	1		(Non – Replenishable) On sink in kitchen	<input type="checkbox"/>	<input type="checkbox"/>	
Paper Towel Roll	1		(Non – Replenishable) On counter near sink	<input type="checkbox"/>	<input type="checkbox"/>	
Bathroom Soap	2 per		(Non – Replenishable) 1 bar on each bathroom sink and 1 bar on each bathroom tub	<input type="checkbox"/>	<input type="checkbox"/>	
Toilet Paper	2 per		(Non-Replenishable) 2 rolls in each bathroom. One on holder with end folded to a point. Extra roll placed in vanity under sink.	<input type="checkbox"/>	<input type="checkbox"/>	
Kitchen Trash Bags	4		(Replenishable) 1 in trash can and 3 extras left in kitchen cupboard beneath sink	<input type="checkbox"/>	<input type="checkbox"/>	
Bathroom Trash Liners	2		(Replenishable) 1 in trash can and 1 extra in cabinet under bathroom sink. If no cabinet, extra in bottom of trash can	<input type="checkbox"/>	<input type="checkbox"/>	
Light Bulbs	3		(Replenishable) 1 three-way and 2 60-75 watt bulbs in linen or coat closet	<input type="checkbox"/>	<input type="checkbox"/>	
Branded Note Pad & Pen	1 set		(Replenishable) 1 of each near phone	<input type="checkbox"/>	<input type="checkbox"/>	

Living Room	#	Missing	Description of How or Where Item Should Be- Refer to BF-2111A	YES	NO	If no, what was done to correct it? Comments
32" LCD Television	1		Cable and remote control working. In entertainment center.	<input type="checkbox"/>	<input type="checkbox"/>	
Cable Television			Basic Only. Premium channels provided at additional cost	<input type="checkbox"/>	<input type="checkbox"/>	
DVD Player	1		Correctly connected to TV. Remote working.	<input type="checkbox"/>	<input type="checkbox"/>	
Stereo	1		Placed in living room on entertainment center or TV sofa table	<input type="checkbox"/>	<input type="checkbox"/>	
Entertainment Ctr.(or) Television Stand	1		Clean and dust free	<input type="checkbox"/>	<input type="checkbox"/>	
Sofa & Chair (or) Sofa & Loveseat (or) Loveseat & Chair	1 of ea.		Fabric must be in excellent condition; no signs of wear or breaking down. Clean.	<input type="checkbox"/>	<input type="checkbox"/>	
End Tables	2		Clean, sturdy, not broken. Knobs tight. Drawers on track.	<input type="checkbox"/>	<input type="checkbox"/>	
Coffee Table	1		Clean, sturdy, not broken. Knobs tight. Drawers on track.	<input type="checkbox"/>	<input type="checkbox"/>	
Lamps	2		Clean. Working with 3-way bulb. Seams on shades in the back. No plastic on shade.	<input type="checkbox"/>	<input type="checkbox"/>	
Artwork	2		Clean. Hung correctly.	<input type="checkbox"/>	<input type="checkbox"/>	
5' or 6' Fern or Dieffenbachia or Fichus	1		Clean – Dusted foliage placed appropriately in room.	<input type="checkbox"/>	<input type="checkbox"/>	
Greenery/knick knacks	2+		Clean and tasteful.	<input type="checkbox"/>	<input type="checkbox"/>	
BSW Coasters	4		Stacked on one end table	<input type="checkbox"/>	<input type="checkbox"/>	
Non-smoking Tent Card	1		Placed on one end table	<input type="checkbox"/>	<input type="checkbox"/>	
Couch Blanket	1		Optional Item. Neatly folded and draped over back of the couch.	<input type="checkbox"/>	<input type="checkbox"/>	
½ Bathroom	#	Missing	Description of How or Where Item Should Be- Refer to BF-2111A	YES	NO	If no, what was done to correct it? Comments
Waste Basket	1		Placed near toilet with can liner. Replenish liners through stay.	<input type="checkbox"/>	<input type="checkbox"/>	
Soap Dish	1		Placed on vanity counter.	<input type="checkbox"/>	<input type="checkbox"/>	
Hand Towel	2		Hung on towel rack.	<input type="checkbox"/>	<input type="checkbox"/>	
Each Full Bathroom	#	Missing	Description of How or Where Item Should Be- Refer to BF-2111A	YES	NO	If no, what was done to correct it? Comments (Specify Bathroom)
Waste Basket	1		Clean. Placed near toilet w/ can liner. Replenish through stay.	<input type="checkbox"/>	<input type="checkbox"/>	
Soap Dish	1		Clean. Placed on vanity counter.	<input type="checkbox"/>	<input type="checkbox"/>	
Toothbrush Holder	1		Clean. Displayed on bathroom vanity.	<input type="checkbox"/>	<input type="checkbox"/>	
Tumbler (Cup)	1		Clean. Displayed on bathroom vanity.	<input type="checkbox"/>	<input type="checkbox"/>	
Hair Dryer & Storage Bag	1		Only 1 in master bath. Cord neatly wound and placed in storage bag. Place in vanity cupboard	<input type="checkbox"/>	<input type="checkbox"/>	

Shower Curtain & Liner	1		Clean. No Mildew. Hung correctly and opened ¾ of the way.	<input type="checkbox"/>	<input type="checkbox"/>	
Bath Rug	1		Clean. Placed on floor in front of sink.	<input type="checkbox"/>	<input type="checkbox"/>	
Shower Hooks	set		Not broken. Complete, matching set.	<input type="checkbox"/>	<input type="checkbox"/>	
Bath Mat-Terry	2		Placed over tub with soap displayed. 2 <sup>nd</sup> in linen closet.	<input type="checkbox"/>	<input type="checkbox"/>	
Bath Towels	4		2 sets displayed on towel rack neatly. 2 additional sets in linen closet.	<input type="checkbox"/>	<input type="checkbox"/>	
Hand Towels	4			<input type="checkbox"/>	<input type="checkbox"/>	
Wash Cloths	4			<input type="checkbox"/>	<input type="checkbox"/>	
Plunger	1		Placed in cabinet under sink. (1 per apartment.)	<input type="checkbox"/>	<input type="checkbox"/>	
Toilet Brush	1		Placed in vanity cupboard or beside toilet.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Each Bedroom</b>	<b>#</b>	<b>Missing</b>	<b>Description of How or Where Item Should Be- Refer to BF-2111A</b>	<b>YES</b>	<b>NO</b>	<b>If no, what was done to correct it? Comments (Specify Bedroom)</b>
Bed King (or) Queen (or) 2 Twins			Headboard secured to frame. Bed neatly made. Inspect for Cimicidae (Bed Bugs).	<input type="checkbox"/>	<input type="checkbox"/>	
Dresser/Chest	1		Clean. Mirror streak free. Handles secure.	<input type="checkbox"/>	<input type="checkbox"/>	
Nightstands	2		Clean. Drawers closed and on track. Handles secure.	<input type="checkbox"/>	<input type="checkbox"/>	
Lamps	2		Clean. Working with 3-way bulb. Seams on shades in the back. No plastic on shade.	<input type="checkbox"/>	<input type="checkbox"/>	
Artwork	1		Clean. Hung correctly.	<input type="checkbox"/>	<input type="checkbox"/>	
Window Treatment			Clean. Working properly.	<input type="checkbox"/>	<input type="checkbox"/>	
24" LCD TV	1		Cable and remote control working. (Master Bedroom Only.)	<input type="checkbox"/>	<input type="checkbox"/>	
Alarm Clock Radio	1		Clean. Plugged in. Time set correctly. Turned off with volume turned low on classical music station.	<input type="checkbox"/>	<input type="checkbox"/>	
Pillows	<b>6 or 4</b>		Shalimar -- 2 in pillow shams, other 4 placed behind. Or Lotus Rib or Songbird -- 4 placed behind decorative pillow.	<input type="checkbox"/>	<input type="checkbox"/>	
Pillow Cases	4		Placed with pillows on the bed.	<input type="checkbox"/>	<input type="checkbox"/>	
Pillow Protectors	4		Placed on the pillows on the bed.	<input type="checkbox"/>	<input type="checkbox"/>	
Blanket	1		Made on bed between sheet and comforter.	<input type="checkbox"/>	<input type="checkbox"/>	
Feather Bed	1		One per bed. Place on top of mattress.	<input type="checkbox"/>	<input type="checkbox"/>	
Sheet set	2		1 made on bed. 1 in linen closet.	<input type="checkbox"/>	<input type="checkbox"/>	
Shalimar Bed Package Coverlet - Bed Skirt – 2 Pillow Shams	1		1 set on each Bed. When Shalimar Bed Package is still utilized a total of 6 pillows are used – 4 on the bed and covered by 2 more pillows in the shams	<input type="checkbox"/>	<input type="checkbox"/>	
Lotus Rib Bed Package or Songbird Integrated Bed Scarf Coverlet – Bed Skirt – 1 Decorative Pillow	1		1 set on each Bed. When Lotus Rib or Songbird is utilized, a total of 4 pillows are used – four on the bed with the decorative pillow placed in front of them.	<input type="checkbox"/>	<input type="checkbox"/>	
Mattress Pad	1		Placed on top of feather bed to hold it securely.	<input type="checkbox"/>	<input type="checkbox"/>	
Plastic Hangers	15		Plastic Tubular	<input type="checkbox"/>	<input type="checkbox"/>	

Pant / Skirt Hangers	5		Placed in Closet	<input type="checkbox"/>	<input type="checkbox"/>		
Non-smoking Tent Card (Master Bedroom Only)	1		Placed on nightstand	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Kitchen</b>	1 Bd	2/3 Bd	Missing	Description of How or Where Item Should Be- Refer to BF-2111A	YES	NO	If no, what was done to correct it? Comments
Refrigerator	1	1		Clean. Icemaker in the on position. Check for leaks.	<input type="checkbox"/>	<input type="checkbox"/>	
Ice Cube Tray	2	2		Filled with water. In freezer.	<input type="checkbox"/>	<input type="checkbox"/>	
Stove/Oven	1	1		Check burners, light, and fan that they are operational. Oven clean.	<input type="checkbox"/>	<input type="checkbox"/>	
Dishwasher	1	1		Clean. Working. Emptied.	<input type="checkbox"/>	<input type="checkbox"/>	
Microwave	1	1		Clean. Clock is set to correct time.	<input type="checkbox"/>	<input type="checkbox"/>	
Coffee Maker	1	1		Displayed on the kitchen counter. Do not plug in. Cord hidden behind.	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
Toaster	1	1		Displayed on the kitchen counter. Do not plug in. Cord hidden behind.	<input type="checkbox"/>	<input type="checkbox"/>	
Dinnerware	4	6		Placed neatly in cupboard.	<input type="checkbox"/>	<input type="checkbox"/>	
Glasses 16 Oz Tall Cooler	4	6		Placed neatly in cupboard according to size.	<input type="checkbox"/>	<input type="checkbox"/>	
Glasses 10 Oz Small Rocks	4	6		Placed neatly in cupboard according to size.	<input type="checkbox"/>	<input type="checkbox"/>	
Wine Glasses	4	4		2 place settings on dining room table. Remaining placed neatly in cupboard.	<input type="checkbox"/>	<input type="checkbox"/>	
Teflon Omelet Skillet	1	1		Placed Neatly in Cupboard. 8" Teflon Skillet.	<input type="checkbox"/>	<input type="checkbox"/>	
Pots & Pans	7 pc	7 pc		Placed neatly in cupboard. Set of Three pots with lids and one skillet.	<input type="checkbox"/>	<input type="checkbox"/>	
Pitcher-Plastic	1	1		Placed neatly in cupboard.	<input type="checkbox"/>	<input type="checkbox"/>	
Mixing Bowls 3 Lids	1	1		3 bowls with lids placed neatly in cupboard.	<input type="checkbox"/>	<input type="checkbox"/>	
Casserole Dish 1 Lid	1	1		Placed neatly in cupboard.	<input type="checkbox"/>	<input type="checkbox"/>	
Baking Dish	1	1		Placed neatly in cupboard.	<input type="checkbox"/>	<input type="checkbox"/>	
Cookie Sheet	1	1		Placed neatly in cupboard.	<input type="checkbox"/>	<input type="checkbox"/>	
Cutting Board	1	1		Displayed on kitchen counter.	<input type="checkbox"/>	<input type="checkbox"/>	
Silverware (set)	4	6		Full place setting includes knife, spoon & fork. (Salad forks have been discontinued – but may be left in units that already have them).	<input type="checkbox"/>	<input type="checkbox"/>	
Silverware Tablespoons	2	2		Matching Silverware Tablespoons are oversized and are to be provided as additional serving pieces. Placed in drawer	<input type="checkbox"/>	<input type="checkbox"/>	
Silverware Tray	1	1		Placed neatly in drawer.	<input type="checkbox"/>	<input type="checkbox"/>	
Colander	1	1		Placed neatly in cupboard.	<input type="checkbox"/>	<input type="checkbox"/>	
2 cup measuring Cup	set	set		Placed neatly in cupboard.	<input type="checkbox"/>	<input type="checkbox"/>	

Measuring Spoons	set	set		Check for Full Set. Placed neatly in drawer.	<input type="checkbox"/>	<input type="checkbox"/>	
Kitchen Utensil Crock	1	1		Should be placed near the stove to display four piece cooking utensils set.	<input type="checkbox"/>	<input type="checkbox"/>	
Cooking Utensils	set of 3	Set of 3		Slotted Spoon, Cooking Fork & Soup Ladle. Placed in Kitchen Utensil Crock.	<input type="checkbox"/>	<input type="checkbox"/>	
Large Turner Teflon Friendly	1	1		Large turner for use with Teflon Omelet pan. Display with cooking utensil set in Kitchen Utensil Crock.	<input type="checkbox"/>	<input type="checkbox"/>	
Spatula	1	1		Placed neatly in drawer beside the five piece kitchen gadget set.	<input type="checkbox"/>	<input type="checkbox"/>	
Corkscrew	1	1		Placed neatly in drawer. Part of Kitchen Gadget set – all five items must be placed together	<input type="checkbox"/>	<input type="checkbox"/>	
Can Opener / Bottle Opener	1	1		Placed neatly in drawer. Part of Kitchen Gadget set – all five items must be placed together	<input type="checkbox"/>	<input type="checkbox"/>	
Ice Cream Scoop	1	1		Placed neatly in drawer. Part of Kitchen Gadget set – all five items must be placed together	<input type="checkbox"/>	<input type="checkbox"/>	
Pizza Cutter	1	1		Placed neatly in drawer. Part of Kitchen Gadget set – all five items must be placed together	<input type="checkbox"/>	<input type="checkbox"/>	
Vegetable Peeler	1	1		Placed neatly in drawer. Part of Kitchen Gadget set – all five items must be placed together	<input type="checkbox"/>	<input type="checkbox"/>	
Sugar Bowl	1	1		Placed neatly in cupboard	<input type="checkbox"/>	<input type="checkbox"/>	
Cutlery Drawer Organizer	1	1		Placed in kitchen drawer and adjusted to fit drawer width to fit snugly in place	<input type="checkbox"/>	<input type="checkbox"/>	
Knives	5	5		3 kitchen knives (Paring/Utility/Carver), 2 Steak Knives –should all be placed in the Cutlery Drawer Organizer.	<input type="checkbox"/>	<input type="checkbox"/>	
Waste Basket	1	1		Under kitchen sink with liner. Replenish liners through stay.	<input type="checkbox"/>	<input type="checkbox"/>	
Dish Towels	2	2		1 displayed on counter near stove. Additional neatly folded in drawer.	<input type="checkbox"/>	<input type="checkbox"/>	
Dish Cloths	2	2		1 displayed on counter near stove. Additional neatly folded in drawer.	<input type="checkbox"/>	<input type="checkbox"/>	
Pot Holders	2	2		Displayed on counter near stove.	<input type="checkbox"/>	<input type="checkbox"/>	
Placemats	4	4		Placed neatly in kitchen drawer.	<input type="checkbox"/>	<input type="checkbox"/>	
Cloth Napkins	4	4		Placed neatly in kitchen drawer.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Dining Room</b>	1 Bd	2/3 Bd	Missing	Description of How or Where Item Should Be- Refer to BF-2111A	YES	NO	If no, what was done to correct it? Comments
Dining Table	1	1		Clean, sturdy, not broken.	<input type="checkbox"/>	<input type="checkbox"/>	
Chairs	4	4		No rips or stains on fabric. Sturdy.	<input type="checkbox"/>	<input type="checkbox"/>	
Artwork	1	1		Clean. Hung correctly.	<input type="checkbox"/>	<input type="checkbox"/>	
Decorative Items	1	1		Clean, dusted and tasteful	<input type="checkbox"/>	<input type="checkbox"/>	

Miscellaneous	#	Missing	Description of How or Where Item Should Be- Refer to BF-2111A	YES	NO	If no, what was done to correct it? Comments
Blinds / Window Coverings Windows & Patio Doors			Clean. Working properly. Windows should all be cleaned and locked.	<input type="checkbox"/>	<input type="checkbox"/>	
Cordless Phone with Voice Mail or Answering Machine	1		Preferably placed on the desk near the internet modem. Voice mail (with VOIP) or answering machine (with traditional phone service) must be provided.	<input type="checkbox"/>	<input type="checkbox"/>	
Internet	1		Internet access should be verified using "Field Service Laptop." If you can not browse: 1) shut down laptop 2) Unplug modem power cord from back of modem or wall 3) Wait two minutes 4) Re-plug power to modem and wait one minute 5) Power up laptop and try again. 6) Still no access - call internet provider.	<input type="checkbox"/>	<input type="checkbox"/>	
Washer & Dryer	1		If Applicable. Clean & Lint free. Start both to verify operational.	<input type="checkbox"/>	<input type="checkbox"/>	
Desk, Chair, Lamp	1		Clean, sturdy, not broken.	<input type="checkbox"/>	<input type="checkbox"/>	
Waste Basket – for Desk	1		Contemporary skinny black or silver can under desk.	<input type="checkbox"/>	<input type="checkbox"/>	
Clothes Basket	1		Placed in bedroom closet or on laundry room shelf if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	
Coat Hangers	5		Hung in closet	<input type="checkbox"/>	<input type="checkbox"/>	
Iron & Board	1		Working. Cord neatly wrapped. Empty of water. Both free of burns. Board folded in hall closet.	<input type="checkbox"/>	<input type="checkbox"/>	
Broom & Dustpan	1		Neatly displayed in closet.	<input type="checkbox"/>	<input type="checkbox"/>	
Vacuum	1		Working. Clean. Cord wrapped. Bag or dirt cup NOT full.	<input type="checkbox"/>	<input type="checkbox"/>	
Telephone Book (Optional)	1		Current edition. In kitchen cabinet or drawer.	<input type="checkbox"/>	<input type="checkbox"/>	
Smoke Alarms/Battery			Test all to be sure they are working.	<input type="checkbox"/>	<input type="checkbox"/>	
Guest Services Flip Tent	1		Displayed on coffee table. Good condition free of stains & tears	<input type="checkbox"/>	<input type="checkbox"/>	
Check Out Card	1		Attached to the Key Return Envelope.	<input type="checkbox"/>	<input type="checkbox"/>	
Key Return Envelope	1		Placed on desk	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
Garage Remote	1		If Applicable – should be left on counter	<input type="checkbox"/>	<input type="checkbox"/>	
Inspection Notification Card	1		Left on Kitchen Counter	<input type="checkbox"/>	<input type="checkbox"/>	
Energy Conservation Card	1		Hung above thermostat	<input type="checkbox"/>	<input type="checkbox"/>	

Miscellaneous Extra Items	#	Missing	Description of How or Where Item Should Be- Refer to BF-2111A	YES	NO	If no, what was done to correct it? Comments
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
<b>General Cleanliness and Miscellaneous Throughout Apartment</b>						
<input type="checkbox"/> Fireplace	<input type="checkbox"/> Walls	<input type="checkbox"/> Switch Plates	<input type="checkbox"/> Window Sills	<input type="checkbox"/> Vents	<input type="checkbox"/> Baseboards	<input type="checkbox"/> No Cobwebs
					<input type="checkbox"/> Floors Vacuumed/Mopped	<input type="checkbox"/> Blinds
<input type="checkbox"/> Thermostat set at 65 degrees in the winter and 75 degrees in the summer						
<b>Painting</b>						
Type		Rooms Needed		Manager Approval		
<input type="checkbox"/> Not Needed		<input type="checkbox"/> Entire Apartment		Requested Date		Actual Date
<input type="checkbox"/> Spot				Charge Back	Y <input type="checkbox"/> N <input type="checkbox"/>	Reservation #
<input type="checkbox"/> Full				Amount	\$	GM Initials
<b>Carpet Cleaning/ Hard Wood Floor Condition/ Throw Rug Condition</b>						
Type		Rooms Needed		Manager Approval		
<input type="checkbox"/> Not Needed		<input type="checkbox"/> Entire Apartment		Requested Date		Actual Date
<input type="checkbox"/> Pet Odor/Damage				Charge Back	Y <input type="checkbox"/> N <input type="checkbox"/>	Reservation #
<input type="checkbox"/> Excessive Wear				Amount	\$	GM Initials
<input type="checkbox"/> Normal Usage						
<b>Maintenance Issues &amp; Notes and Overall Cleanliness</b> (If Needed - Use Another Sheet or Write on Back)						