

## Inspection Manual

### How to minimize problems with refunded security deposit

When you receive the keys at your move in, you should inspect the condition of the property. It is also called a “walk-through”. The condition of the property should be checked closely including, but not limited to, the locks, the fit of the door, toilet plumbing, carpet and wall condition, blinds/windows and opening/closing of the garage. The method of inspection varies by property—in some cases the landlord and tenant do the inspection together, in other cases some landlords won’t do the inspection with tenant.

Large apartment buildings often have their own inspection sheet, also known as Inventory and Condition Form, that you need to fill out and return to them.

**Please inspect and record the condition of the property at your own responsibility. For damage found at move in that requires repair, make sure you notify the landlord promptly. Otherwise, everything will be considered to be in a clean, safe and good working condition.**

You should inspect the property when you move out as well. Check and compare if the condition of the property has changed from when you first moved in and when you moved out. You must write on the inspection sheet of any damage, breakage, wear and tear, stains, and cleaning status. If there are items to be repaired, notify the landlord. Tenant will be responsible for any damage the property didn’t have at move-in, such as unpaid rent and utilities, repairs and damages caused by negligence, carelessness, accident or abuse by tenant, missing keys, burned-out light bulbs, etc.

## Inspection Process

### Items you will need

- Lease Agreement
- Inspection Sheet (Inventory and Condition Form)
- Pen
- Camera / Smart phone

Some landlords have their own inspection sheet. In such cases, please fill it out according to the instructions.

If the landlord does not provide an inspection sheet, please use the inspection sheet provide by REDAC.

**You must note on the inspection sheet all defects or damage and share a copy with landlord.**

**It is also recommended that you take pictures to prove the condition of the property.**

Please refer to the following tips.



## Procedure

- ① Enter address and tenant's name on inspection sheet.
- ② Write property information such as house type, number of rooms, floor type, whether it has a basement, etc.
- ③ Starting from the entrance, inspect the condition of each room. Don't forget the front door and yard condition.
- ④ For items on the inspection sheet that do not apply, write "N/A". Write "○" "X" or "Yes" "No" for good and bad condition.
- ⑤ If there is damage or an issue, take pictures that can serve as proof of the damage and write detailed comments on the inspection sheet.
- ⑥ Review the inspection sheet before you submit a copy to the landlord. If the landlord did the inspection with you, it is ideal to have the landlord sign the sheet. **Even if the landlord doesn't sign, you should provide the landlord with a copy as proof. (E-Mail it or send with Certified Mail so that you can leave a record.)**
- ⑦ Please **send a copy to the Housing Support Desk.**

This will be useful if you happen to need to negotiate for the return of the security deposit after move out. Tenant has to return the property to landlord with the same conditions as he first moved in. Keeping the record of move-in and move-out conditions can be helpful to see if the tenant moved out with any new damage or not.

## Checkpoints

- Damages, holes, and scratches on the floors, walls, and columns
- Smears, tears or stains on carpets and walls.
- Equipment such as appliances and light fixtures. Make sure if they are in good working condition.
- Opening and closing of doors, windows and blind
- Replace burned-out light bulbs and dead or missing smoke-detector batteries.
- Check the kitchen and bathroom. (Burns or oil stains in the kitchen. Molds in the bathroom. Make sure that toilet flushes well, the water pressure and temperature are good, and shower and faucets work)

## Tips on filling out the inspection sheet and taking photos

Write any stains, damage, or problems as specifically and in as much detail as you can (e.g. size and length). Also take pictures of such damages. Pay attention to the lighting, some scratches can be hard to see in photos. Try to take multiple photos from different angles. Make sure to clarify what part of the room the photo is taken.

Try not to take zoomed-in photos only. Try to take zoomed-out photos too, so you can see the overall conditions.

**If you notice a damage later, even if you already finish an inspection, try to inform your landlord promptly.**

