

What is Normal Wear and Tear vs. Damages?

Wear and Tear is defined as: The lessening in value of an asset such as real estate due to ordinary and normal use.	Damage is defined as: Injury or harm that reduces value, usefulness, etc. of real estate.
Well-worn key, "Sticky" key Balky door lock	Missing keys, keys broken off inside lock Door lock replaced by tenant without management's permission
Failure of A/C or heating unit due to normal use	Failure of HVAC due to failure to replace filters regularly, no filter, or dirty filter, bugs/ants in condenser
Minor scuffing of walls due to normal cleaning	Scratches, holes, or gouges in any wall Excessive paint marks (crayon marks, oil, smoke, etc.) Any unauthorized alterations (i.e. painting, wall papering, etc.)
Minor scuffing of doors due to normal cleaning & use	Scratches, holes, or gouges in any door Missing doors, missing or broken door stops Excessive paint marks (crayon marks, oil, smoke, etc.)
Window cracked by settling	Broken windows or glass, Missing, bent, or torn window screen
Faded shades, sun damaged drapes or blinds	Damaged vertical and mini blinds, torn shade, damaged drapes or rods
Staining inside of fireplace	Ashes in fireplace, soot on walls or ceilings from burning candles
Minor tracking of dirt on carpet in hallway and other major traffic area	Accumulation of dust, dirt, grease, grime, debris, hair, chemicals, etc. due to inadequate cleaning
Minor indentation of carpet from furniture	Carpet burn or tear, stain marks on carpet
Sun damaged carpet	Permanent damage of carpet due to improper water bed protection
Carpet seam unraveling	Pet damage, fleas from tenant's pets, urine odor in carpet
Discolored ceramic tile, Loose grout around ceramic tile	Cracked or broken ceramic tile, missing tile
Sun damaged linoleum	Accumulation of dust, dirt, grease, grime, debris, hair, chemicals, etc. due to inadequate cleaning
Linoleum with the back showing through	Gauges or tear in linoleum
Scuffing on wooden floor	Gouges or other damage to wooden floor, Accumulation of dust, dirt, grease, grime, debris, hair, chemicals, etc. due to inadequate cleaning
Worn pattern in plastic counter top	Gouges, scratches, or permanent stains in countertops
Failure of appliances due to normal use	Failure of appliances due to inadequate care or negligence, such as accumulation of dust, food, dirt, grease, grime, debris, hair, chemicals, etc. due to inadequate cleaning, failure to replace or clean filters, etc.

Initials of Residents _____, _____, _____, _____

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	Damaged light appliance covers/lenses
Rusted out or worn out garbage disposal	Jammed garbage disposal
Rusty refrigerator shelf	Missing or broken refrigerator shelf or door
Broken drawer guides	Damaged, scratched or gouged drawers or cabinets
Rust stain under sink faucet	Accumulation of dust, dirt, grease, grime, debris, hair, chemicals, etc. due to inadequate cleaning
Loose, inoperable faucet handle	Missing faucet handle
Stains in bathtub/sink due to normal use	Damaged bathtub/sink enamel
Rust stain under bathtub spout	Accumulation of dust, dirt, grease, grime, debris, hair, chemicals, etc. due to inadequate cleaning
Wobbly toilet	Cracked or broken toilet tank lid
Rusty shower curtain rod	Damaged or missing curtain rod
Loose towel bars	Damaged or missing towel bars
Discolored light fixture globe	Missing light fixture globe, burned out or missing light bulbs
Tracks on doorjamb where door rubs	Missing doorjamb or track
Plant hanger left in ceiling	Gouge, damage or hole in ceiling
Low number of small nail holes	Scratches, holes, or gouges in any wall
Stains on parking space after any removal of grease or oil	Caked grease or paint on walkways and driveways
Proper removal / disposal of hazardous waste	Non removal of any hazardous waste
Inoperable smoke alarms or carbon monoxide alarms as long as they are reported immediately	Broken or damaged smoke alarms or carbon monoxide alarms
Normal removal of tenant trash in the provided trash and recycle receptacles	Non-removal or dumping of tenant trash and junk
	Lawn, shrubs and trees damaged or not maintained in accordance with lease
	Failure to report maintenance in a timely manner which could lead to further damage, such as: leaks, discoloration of linoleum and tile, blistering paint in bathrooms, defective weather stripping (these lead to sheetrock damage, carpet damage, and paint damage)
	Any other tenant damage as determined by Walk Out/Make Ready for next tenant.

Acknowledgement of receipt of the form is notated by initials at the bottom of each page.

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