

RCF Quick Reference Sheet for Apartments

Use this form to take notes if you are not using a computer in the space you are evaluating.

Bedroom	#	Condition	Comments
Wall 1 (entrance wall space)			
Wall 2 (left of entrance)			
Wall 3 (rear)			
Wall 4 (right of entrance)			
Carpet			
Ceiling			
Closets/Wardrobes			
Door (Peephole)			
Lock/Door Hardware			
Drapery Hardware			
Drapes			
Overhead light			
Sink			
Phone/Data Jack			
Window Pane & Sill			
Window Screen(s)			
Beds			
Bed Ends/Legs (4 or 8)			
Mattress Pads			
Mattresses			
Bookshelves/Cases			
Cabinet/Mirrors			
Towel Rack/Hooks			
Desk Chairs			
Desks & Hutches			
Dressers			
Wastebasket(s)			

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Bathroom	#	Condition	Comments
Door			
Walls (Describe location of damage)			
Ceiling/Exhaust Fan			
Floor/Tile			
Light Fixtures			
Shower Tile/Door/Curtain			
Sink			
Toilet			
Towel Rack(s)			
Cabinet/Mirrors			

Living Room	#	Condition	Comments
Wall 1 (entrance wall space)			
Wall 2 (left of entrance)			
Wall 3 (rear)			
Wall 4 (right of entrance)			
Carpet			
Ceiling			
Door (Peephole)			
Lock/Door Hardware			
Drapes & Drapery Hardware			
Overhead Light			
Lamps			
Window Pane & Sill			
Window Screen(s)			
Sofa			
Arm Chair			
Coffee Table			
End Table			

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Kitchen	#	Condition	Comments
Wall 1 (left of entrance)			
Wall 2 (rear)			
Wall 3 (right of entrance)			
Floor			
Cabinets			
Ceiling			
Drapes & Drapery Hardware			
Overhead Light			
Window Pane & Sill			
Window Screen(s)			
Sink			
Table			
Counter			
Chairs/Stools			
Garbage Disposal			
Oven/Stove			
Refrigerator			