

[Your Name]
[Your Address]
[Date]

[Property Manager/Landlord Name]
[Address]

RE: Checklist for Testing Included Appliances - [Property Address/Unit Number]

Dear [Landlord/Manager Name],

This letter serves as a formal record of the functional testing performed on the appliances included in the lease agreement for the aforementioned property. Testing was conducted on [Date] to ensure all units are in safe, working order at the time of move-in.

Appliance Checklist:

- **Refrigerator/Freezer:** Functional | Issues Noted: _____
- **Oven/Range:** Functional | Issues Noted: _____
- **Dishwasher:** Functional | Issues Noted: _____
- **Microwave:** Functional | Issues Noted: _____
- **Garbage Disposal:** Functional | Issues Noted: _____
- **Washing Machine:** Functional | Issues Noted: _____
- **Clothes Dryer:** Functional | Issues Noted: _____
- **HVAC/Thermostat:** Functional | Issues Noted: _____

General Comments:

[Insert any additional observations or required repairs here]

Please acknowledge receipt of this checklist. I look forward to these items being maintained in accordance with our lease agreement.

Sincerely,

[Your Signature]
[Your Printed Name]