

CHECK IN/CHECK OUT FORM

NOTICE: Tenant has 7 days from the date the tenant commences his or her occupancy to complete the check-in sheet and return it to the landlord. Failure to do so indicates resident's acceptance of the apartment as defect free. Any damage after move-in beyond normal wear and tear will be repaired at resident's expense. Tenant may make a written request for a list of any charges to the previous tenant's security deposit.

Please be specific in your comments, add extra paper if necessary.

KITCHEN

Sink
Cupboards
Floor
Walls-Ceiling
Doors
Range
Oven
Disposal
Refrigerator
Dishwasher
Electrical Fixtures
Switches and Outlets
Storms/Screens
Windows & Coverings

LIVING/DINING

Floor
Walls-Ceiling
Doors
Electrical Fixtures
Switches and Outlets
Storms/Screens
Windows & Coverings
Air Conditioners

HALLS

BEDROOMS

Floor
Walls-Ceiling
Doors
Electrical Fixtures
Switches and Outlets
Storms/Screens
Windows & Coverings
Air Conditioners

KITCHEN

Sink
Cupboards
Floor
Walls-Ceiling
Doors
Range
Oven
Disposal
Refrigerator
Dishwasher
Electrical Fixtures
Switches and Outlets
Storms/Screens
Windows & Coverings

LIVING/DINING

Floor
Walls-Ceiling
Doors
Electrical Fixtures
Switches and Outlets
Storms/Screens
Windows & Coverings
Air Conditioners

HALLS

BEDROOMS

Floor
Walls-Ceiling
Doors
Electrical Fixtures
Switches and Outlets
Storms/Screens
Windows & Coverings
Air Conditioners

BATHROOM

Tub
Shower
Shower Surround
Tile
Sink
Vanity
Hardware/Towel Bars
Walls-Ceiling

BATHROOM

Tub
Shower
Shower Surround
Tile
Sink
Vanity
Hardware/Towel Bars
Walls-Ceiling

Smoke Alarms:

Other:

Name:

Address:

Move-in Date:

Signature:

Date:

Check out – forwarding address: