

Tenant Check-In Inspection Form

Date Returned To Office

Received By:

Apartment Address:

This Form is for DAMAGES ONLY

INSTRUCTIONS TO FILL OUT THIS FORM:

1. THE FIRST PERSON TO ENTER THE APARTMENT/HOUSE MUST COMPLETE THIS PRIOR TO MOVING ANYTHING INTO APARTMENT/HOUSE.
2. PLEASE INSPECT THE ENTIRE UNIT FOR DAMAGES AND NOTE THEM IN THE APPROPRIATE AREA PROVIDED.
3. SIGN AND DATE THIS FORM. IT IS THE RESPONSIBILITY OF THOSE TENANTS PRESENT TO DO A COMPLETE INSPECTION OF THE ENTIRE UNIT.
4. MAKE YOURSELF A COPY BEFORE RETURNING THE COMPLETED FORM TO THE OFFICE.
5. THIS FORM MUST BE TURNED INTO THE OFFICE WITHIN 3 DAYS AFTER PICKING UP KEYS; AFTER THAT IT WILL NOT BE ACCEPTED.
6. FAILURE TO RETURN THIS SIGNED FORM TO THE OFFICE WITHIN THE 3 DAY PERIOD ACKNOWLEDGES THE PREMISES IS IN ACCEPTABLE CONDITION.

I/WE HAVE INSPECTED THE APARTMENT AND ACKNOWLEDGE NORMAL WEAR AND TEAR EXISTS BUT IS ACCEPTABLE. IT IS FURTHER AGREED THAT TENANT SHALL REPORT ALL NEEDED REPAIRS BY EMAILING THE PROPERTY MANAGERS OFFICE AND NOT RELY ON THIS FORM TO HAVE MAINTENANCE ITEMS REPAIRED.

SIGNATURE _____	DATE _____
SIGNATURE _____	DATE _____
SIGNATURE _____	DATE _____
SIGNATURE _____	DATE _____
SIGNATURE _____	DATE _____

ENTRYWAY/HALLWAY Entry door - Door Jamb Lights - Walls -	Closet(s) - Floor -
KITCHEN Fire extinguisher - missing or discharged Windows - Closet(s) - Range Hood - Sink - Refrigerator - Floor -	Lights - Dishwasher - Stove - Cabinets - Walls -
LIVING ROOM Windows - Blinds - Floor -	Lights - Walls -

BATHROOM #1 Bath door -	
Towel Bar -	Lights -
Closet(s)	Vent fan -
Walls -	Floor -
Sink/Vanity -	Toilet -
	Tub/Shower -
Bathroom #2 Bath door -	
Towel Bar -	Lights -
Closet(s)	Vent Fan -
Walls -	Floor -
Sink/Vanity -	Toilet -
	Tub/Shower -
BEDROOM #1 Entry Door- Door Jamb	
Walls -	Blinds -
Floor -	Lights -
Windows -	Closet door(s) -
BEDROOM #2 Entry Door- Door Jamb	
Walls -	Blinds -
Floor -	Lights -
Windows -	Closet door(s) -
BEDROOM #3 Entry Door- Door Jamb	
Walls -	Blinds -
Floor -	Lights -
Windows -	Closet door(s) -
BEDROOM #4 Entry Door- Door Jamb	
Walls -	Blinds -
Floor -	Lights -
Windows -	Closet door(s) -