CHECK-IN/CHECK-OUT CONDITION REPORT

TENANT(S): _____
ADDRESS: _____ UNIT: _____
CITY: _____ STATE: _____ ZIP: _____

Rating Scale = (E)Excellent (VG) Very Good (G)Good (F)Fair (P)Poor

	IN	Out		In	Out		In	Out
LIVING AREAS			**KITCHEN**			**BEDROOM 3**		
Walls			Walls			Walls		
Windows			Stove/Racks			Windows		
Blinds/Drapes			Refrigerator			Blinds/Drapes		
Rods			Ice Trays			Rods		
Floor			Shelves/Drawer			Floor		
Carpet/Vinyl/Wood			Disposal			Light Fixtures		
Light Fixtures			Dishwasher			Doors/Woodwork		
Doors/Woodwork			Counter Tops			Locks		
Locks			Cabinets			Ceilings		
Ceilings			Sink			Electric Outlets		
Electrical Outlets			Floor					
Garbage Cans			Windows					
TV Antenna/Cable			Blinds/Drapes			**BATH ROOM**		
Fireplace						Towel Bars		
Cleanliness						Sink & Vanity		
						Toilet		
BEDROOM 1			**BEDROOM 2**			Tub/Shower		
Walls			Walls			Fan (Exhaust)		
Windows			Windows			Floor		
Blinds/Drapes			Blinds/Drapes			Electric Outlets		

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Rating Scale = (E)Excellent (VG) Very Good (G)Good (F)Fair (P)Poor								
Rods			Rods			Light Fixtures		
Floor			Floor					
Light Fixtures			Light Fixtures			**Essential Services**		
Doors/Woodwork			Doors/Woodwork			Plumbing		
Locks			Locks			Heating		
Ceilings			Ceilings			Electricity		
Electrical Outlets			Electric Outlets			Hot Water		
						Smoke Detectors		

Description of Damage:

_____

_____

_____

I accept this unit in the above condition:

_____
Tenant Date

_____
Tenant Date

_____
Landlord Date

I left this unit in the above condition:

_____
Tenant Date

_____
Tenant Date

_____
Landlord Date

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SECURITY DEPOSIT NOTIFICATION

Tenant has paid $_____ for a security deposit. Tenant is hereby given notice that the security deposit paid will be held at the following financial institution:

Name of Financial Institution:_____

Address/Location:_____

Tenant will be provided written notice of any subsequent change of financial institutions where the security deposit is held. The security deposit monies __ are ___ are not commingled with other funds of the landlord.

Tenant is hereby notified that the security deposit is being held in an ___ interest bearing or ____ non-interest bearing account. If interest bearing, the Tenant will receive _____% interest. Interest will be paid annually.

If any of the above information changes, Landlord shall notify the Tenant within 30 days of the change.

_____

Landlord Date

Upon vacating the premises for termination of the lease, if the landlord does not intend to impose a claim on the security deposit, the landlord shall have 15 days to return the security deposit together within interest, if otherwise required, or the landlord shall have 30 days to give the tenant written notice by certified mail to the tenant's last known mailing address of his or her intention to impose a claim on the deposit and the reason for imposing the claim. The notice shall contain a statement in substantially the following form:

This is a notice of my intention to impose a claim for damages in the amount of _____ upon your security deposit due to _____. It is sent to you as required by s. 83.49(3), Florida Statutes. You are hereby notified that you must object in writing to this deduction from your security deposit within 15 days from the time you receive this notice or I will be authorized to deduct my claim from your security deposit. Your objection must be sent to the following address:_____.

(Landlord's Address)

Received:

_____ _____

Tenant Date Tenant Date

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