

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		

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:

I left this unit in the above condition:

Tenant _____ Date _____

Tenant _____ Date _____

Tenant _____ Date _____

Tenant _____ Date _____

Landlord _____ Date _____

Landlord _____ Date _____

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

Name of Financial Institution: _____

Address/Location: _____

If applicable: Name of Insurance Company Providing Bond: _____

