

# 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
<b>LIVING AREAS</b>			<b>KITCHEN</b>			<b>BEDROOM 3</b>		
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			<b>BATHROOM</b>		
Fireplace						Towel Bars		
Cleanliness						Sink & Vanity		
						Toilet		
<b>BEDROOM 1</b>			<b>BEDROOM 2</b>			Tub/Shower		
Walls			Walls			Fan (Exhaust)		
Windows			Windows			Floor		
Blinds/Drapes			Blinds/Drapes			Electric Outlets		
Rods			Rods			Light Fixtures		
Floor			Floor					
Light Fixtures			Light Fixtures			<b>Essential Services</b>		
Doors/Woodwork			Doors/Woodwork			Plumbing		
Locks			Locks			Heating		
Ceilings			Ceilings			Electricity		
Electrical Outlets			Electric Outlets			Hot Water		
						Smoke Detectors		

**Description of Damage:**


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**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

**RECEIPT**

Tenant has paid \$ \_\_\_\_\_ for a security deposit (this sum is no more than 2 month's rent). Tenant is hereby given notice that the security deposit in the above amount will be held at the following investment company, state or federally chartered bank, savings bank or savings and loan association:

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

**Received:**

_____ Tenant	_____ Date
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_____ Tenant	_____ Date
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