## **Check-in Form**

## Agent's Delivery of Check-in Form Address of Rental Unit \_ Date \_\_\_ Owner/Agent Providing Form \_\_\_\_\_ Tenant(s) moving in Tenants should complete this form by noting any damage or defects in the rental unit. Make a copy for your records and return completed copy to the landlord/manager by \_\_\_\_\_ (tenant must be given at least 7 days after moving in). Tenant Name(s) Deposit Amount \$\_\_\_\_\_ I/we request a list of physical damages or defects that were charged to the previous tenant's security deposit. This list shall be provided within 30 days of landlord's receipt of this request, or within seven days after the previous tenant has been notified of the charges to their deposit, whichever occurs later. Tenant Signature(s) Date \_\_\_\_\_ Date \_\_\_\_\_ Provided? Provided? Condition? Kitchen Yes/No Dining Room Yes/No Condition? Range/Stove Walls/Ceiling Hood fan Woodwork/Trim Microwave Door(s) Oven Window(s) Dishwasher Window Coverings Sink/Faucets Light Fixture(s) Disposal Outlets/Switches Refrigerator Flooring/Carpet Exterior Cabinets/built-ins Refrigerator Components (ice Closet(s) trays, shelves, etc.) Other Countertops Provided? Pantry Living Room Yes/No Condition? Walls/Ceiling Walls/Ceiling Woodwork/Trim Woodwork/Trim Door(s) Door(s) Window(s) Window(s) Window Coverings Window Coverings Light Fixture(s) Light Fixture(s) Outlets/Switches Outlets/Switches Flooring/Carpet Flooring/Carpet Cabinets/Built-ins Cabinets/built-ins Closet(s) Closet(s) Other Other Other Entry, Stairs Hall, Closet(s) Describe Describe Condition? Condition?

Bedroom 1			Other Room, cont	inued	
	Provided?	Condition?	Window Coverings		
	Yes/No		Light Fixture(s)		
Walls/Ceiling			Outlets/Switches		
Woodwork/Trim			Flooring/Carpet		
Door(s)			Cabinets/built-ins		
Window(s)			Closet(s)		
Window Coverings			Other		
Light Fixture(s)			Other		
Outlets/Switches			 Bathroom		
Flooring/Carpet			Datinooni	Drovidod2	Condition?
Cabinets/built-ins Closet(s)			<del></del>	Yes/No	Condition?
Other			Walls/Ceiling		
			Woodwork/Trim		
Bedroom 2			Door(s)		
	Provided?	Condition?	Window(s)		
	Yes/No		Window Coverings		
Walls/Ceiling			Light Fixture(s)		
Woodwork/Trim			Outlets/Switches		
Door(s)			Flooring/Carpet		
Window(s)			Cabinets/built-ins		
Window Coverings			Countertops		
Light Fixture(s) Outlets/Switches			Closet(s)		
Flooring/Carpet			Toilet		
Cabinets/built-ins			Tub/Shower		
Closet(s)			Shower		
Other			Curtain/Doors		
			Sink/Faucets		
Bedroom 3			Towel Rack(s)		
	Provided?	Condition?	Exhaust Fan		
	Yes/No		Tile/Caulk		
Walls/Ceiling			Other Fixtures		
Woodwork/Trim			Other		
Door(s)			Other		
Window Coverings			Other Netes	Includin	g Furniture Provided
Window Coverings Light Fixture(s)					•
Outlets/Switches			kitchen chair) and		tan canvas sofa, vinyl
Flooring/Carpet			/ Item		Condition
Cabinets/built-ins					
Closet(s)					
Other					
Other Room					·
		Condition?			· <del></del>
Walls/Cailing	Yes/No				
Walls/Ceiling Woodwork/Trim			<del></del>		
Door(s)					
Window(s)			<del></del>		