



CHECK-IN SHEET/CHECK-OUT SHEET

Resident Name(s) _____
 Apartment Address _____
 Manager/Agent _____

Area to be inspected	Move-in Inspection Move-In Date _____ The resident agrees the apartment is defect-free, with the exceptions listed below. Form must be signed and returned to management no later than 7 days from occupancy. Please be specific; add more sheets if necessary.	Move-out Inspection Move-out Date _____ The following move-out inspection report indicates damage beyond normal wear and tear and will be used to determine the deductions, if any, from resident's security deposit.
Kitchen/ Appliances	<input type="checkbox"/> OK	<input type="checkbox"/> OK
Living/ Dining	<input type="checkbox"/> OK	<input type="checkbox"/> OK
Halls	<input type="checkbox"/> OK	<input type="checkbox"/> OK
Bedrooms	<input type="checkbox"/> OK	<input type="checkbox"/> OK
Bathrooms	<input type="checkbox"/> OK	<input type="checkbox"/> OK
Smoke Alarms	<input type="checkbox"/> OK	<input type="checkbox"/> OK
Other (garage, storage, etc.)	<input type="checkbox"/> OK	<input type="checkbox"/> OK

Notice:
 Failure to sign and return this form **after 7 days** from move-in indicates resident's acceptance of the apartment as defect-free. Any damage after move-in beyond normal wear and tear will be paid for at resident's expense.

This form protects your security deposit.
 Specific maintenance problems should be reported separately.

Office use Only:
 Security Deposit Received _____
 Other _____
 Less Charges/Damages _____
 Less Rent due _____
 Total Amount Refunded _____

Approved by: _____
 Date refunded _____ Check # _____

Move-in Inspection Results Hereby Accepted
 Inspection Date _____
 Resident _____
 Resident _____
 Manager/Agent _____

Move-out Inspection Results Hereby Accepted
 Inspection Date _____

Forwarding address _____
City _____ **State** _____ **Zip** _____

Check items & quantities which were returned:
 apartment key _____
 entry key _____
 mailbox key _____
 other _____
 Resident _____
 Resident _____
 Manager/Agent _____
 Signature waived by resident

Thank you for renting from us!