

***This is only a guide. If items do not apply to your unit, either leave them blank or write NA. Also, if items in your unit are not on this form, please still document them as well. Be as detailed as possible and check everything. Pictures are **STRONGLY** encouraged.***

Property: \_\_\_\_\_

Resident(s): \_\_\_\_\_

Date of Check-in: \_\_\_\_\_ Date of Check-out: \_\_\_\_\_

Tenant Phone/email: \_\_\_\_\_

ROOM	CHECK-IN/OUT COMMENTS
<b>Living Room:</b>	
Doors/Locks/Screens	
Electrical Fixtures/Lights	
Fireplace	
Floors (Tile/Wood)	
Carpet/Baseboards	
Sliding Glass Door/Blinds	
Walls and Ceiling	
Windows/Screens/Blinds	
Closet	
Thermostat	
Registers/Vent Covers/AC	

ROOM	CHECK-IN/OUT COMMENTS
<b>Family Room:</b>	
Doors/Locks/Screens	
Electrical Fixtures/Lights	
Fireplace	
Floors (Tile/Wood)	
Carpet/Baseboards	
Sliding Glass Door/Blinds	
Walls and Ceiling	
Windows/Screens/Blinds	
Closet	
Thermostat	
Registers/Vent Covers/AC	

ROOM	CHECK-IN/OUT COMMENTS
<b>Dining Room:</b>	
Doors/Locks/Screens	
Electrical Fixtures/Lights	
Fireplace	
Floors (Tile/Wood)	
Carpet/Baseboards	
Sliding Glass Door/Blinds	
Walls and Ceiling	

Windows/Screens/Blinds	
Closet	
Thermostat	
Registers/Vent Covers/AC	

ROOM	CHECK-IN/OUT COMMENTS
<b>Hallways and Stairways:</b>	
Closet	
Electrical Fixtures/Lights	
Floors/Carpet	
Walls	
Stairs/Carpeting	
Stairs-Railings/Walls	
Smoke Detector	
Registers/Vent Covers/AC	

ROOM	CHECK-IN/OUT COMMENTS
<b>Kitchen:</b>	
<i>Range:</i>	
Surface Areas/Handles	
Burners/Knobs	
Drip Pans	
Oven and Racks	
Broiler Pan and Racks	
Range Drawer	
Exhaust Fan/Microwave	
<i>Refrigerator:</i>	
Surface Areas/Handles	
Interior Areas	
Freezer	
<i>General:</i>	
Cabinets/Shelves	
Counters/Drawers	
Sink/Disposal/Hose	
Dishwasher	
Walls and Ceiling	
Windows Screens Blinds	
Floor and Baseboards	
Doors and Locks	
Outlets/GFI	
Lights/Switch	
Closet	
Registers/Vent Covers/AC	
Smoke Detector	
ROOM	CHECK-IN/OUT COMMENTS
<b>Bedroom #1</b>	
Doors and Locks	
Closets	
Light Fixtures/Switch	
Electrical Outlets/Jacks	
Floors/Baseboards/Carpet	
Walls and Ceiling	
Window/Covering/Screen	

Registers/Vent Covers/AC	
Smoke Detector	

ROOM	CHECK-IN/OUT COMMENTS
<b>Bedroom #2</b>	
Doors and Locks	
Closets	
Light Fixtures/Switch	
Electrical Outlets/Jacks	
Floors/Baseboards/Carpet	
Walls and Ceiling	
Window/Covering/Screen	
Registers/Vent Covers/AC	
Smoke Detector	

ROOM	CHECK-IN/OUT COMMENTS
<b>Bedroom #3</b>	
Doors and Locks	
Closets	
Light Fixtures/Switch	
Electrical Outlets/Jacks	
Floors/Baseboards/Carpet	
Walls and Ceiling	
Window/Covering/Screen	
Registers/Vent Covers/AC	
Smoke Detector	

ROOM	CHECK-IN/OUT COMMENTS
<b>Bathroom #1</b>	
Bathtub	
Ceramic Tile/Surround	
Toilet Bowl/Base/Tank	
Sink/Drain/Plug/Faucet	
Mirror/Medicine Cabinet	
Vanity Inside and Out	
Light Fixture/Outlets/GFI	
Floor and Baseboards	
Walls and Ceiling	
Windows and Screens	
Towel Bars	
Exhaust Fan	
Registers/Vent Covers/AC	
Doors	
Closet/Cupboard	

ROOM	CHECK-IN/OUT COMMENTS
<b>Bathroom #2</b>	
Bathtub	
Ceramic Tile/Surround	
Toilet Bowl/Base/Tank	
Sink/Drain/Plug/Faucet	

Mirror/Medicine Cabinet	
Vanity Inside and Out	
Light Fixture/Outlets/GFI	
Floor and Baseboards	
Walls and Ceiling	
Windows and Screens	
Towel Bars	
Exhaust Fan	
Registers/Vent Covers/AC	
Doors	
Closet/Cupboard	

<b>ROOM</b>	<b>CHECK-IN/OUT COMMENTS</b>
<b>Bathroom #3</b>	
Bathtub	
Ceramic Tile/Surround	
Toilet Bowl/Base/Tank	
Sink/Drain/Plug/Faucet	
Mirror/Medicine Cabinet	
Vanity Inside and Out	
Light Fixture/Outlets/GFI	
Floor and Baseboards	
Walls and Ceiling	
Windows and Screens	
Towel Bars	
Exhaust Fan	
Registers/Vent Covers/AC	
Doors	
Closet/Cupboard	

<b>ROOM</b>	<b>CHECK-IN/OUT COMMENTS</b>
<b>Bathroom #4</b>	
Bathtub	
Ceramic Tile/Surround	
Toilet Bowl/Base/Tank	
Sink/Drain/Plug/Faucet	
Mirror/Medicine Cabinet	
Vanity Inside and Out	
Light Fixture/Outlets/GFI	
Floor and Baseboards	
Walls and Ceiling	
Windows and Screens	
Towel Bars	
Exhaust Fan	
Registers/Vent Covers/AC	
Doors	
Closet/Cupboard	

<b>ROOM</b>	<b>CHECK-IN/OUT COMMENTS</b>
<b>General:</b>	
Storage Closets	
Entry Door	
Coat Closet	
Smoke Detectors	

Washer	
Dryer	

**EXTERIOR (Exterior fixtures, lawn, porch/deck/patio, tree/bushes, etc):**

**Miscellaneous:**

**Need Repair:**

Checked at move-in by:

(Resident)

(Date)

(Resident)

(Date)

(Resident)

(Date)

(Resident)

(Date)

and 

(Owner/Agent)

(Date)

Checked at move-out by:

(Owner/Agent)

(Date)