

Apartment Check In List

Please list below any items which require cleaning or repairs. List also and existing damages to the unit, such as floor stains, even if no repairs are expected. Any amendments to this list must be submitted to the management in writing within five days from the date this check list is received from the management. If the management has not provided this list, the tenant should complete it and submit it to the management within 10 days after moving into the unit.

Tenant's Name _____

Building Name _____

Address _____

Move-In

Special Features (i.e. washer, dryer, fireplace, etc.)

General Condition

We have inspected the apartment and have found everything in good order except as otherwise indicated. We also acknowledge receipt of the keys as listed.

Signed: _____

Move Out

Special Features (i.e. washer, dryer, fireplace, etc.)

General Condition

We have inspected the apartment and have found everything in good order except as otherwise indicated. We also acknowledge receipt of the keys as listed.

Signed: _____

	Move In	Move Out
Entrance Door		
Peephole		
Deadbolt Lock		
Chain Lock		
Living Room/Dining Room		
Ceiling/Walls		
Floors		
Windows/Screens		
Blinds		
Electric Fixtures		
Kitchen		
Ceilings/Walls		
Floors		
Windows/Screens		
Electric Fixtures		
Cabinets/Shelves		
Drawers/Knobs		
Exhaust Fan		
Disposal		
Stove		
Oven/Shelves		
Broiler Pan		
Refrigerator		
Defrosted		
Freezer Door, Tray		
Ice Cube Trays (#)		
Light/Veg. Drawer		
Dishwasher		
Sink/Faucets/Stopper		
Countertop		
Bedroom(s)		
Ceiling/Walls		
Floors		
Windows/Screens		
Blinds		
Electric Fixtures		
Closet		
Clothes Rod		
Shelving/Door		
Bathrooms		
Ceilings/Walls		
Floors		
Windows/Screens		
Venetian Blinds		
Electric Fixtures		
Heat Lamp		
Exhaust Fan		

Medicine Cabinet		
Mirror/Shelves		
Linen Closet/Shelves		
Tub/Faucets/Stoppers		
Tub Caulking		
Toilet/Seat		
Towel Bar		
Brush/Soap Holders		
Shower		
Sink		
General		
Foyer		
Patio/Balcony		
A/C Unit(s)		
Hot Water Heater		
Furnace		
Yard		
Screen Door(s)		
Smoke Detector(s)		

Additional Remarks: