

CHECK-IN AND CHECK-OUT REMINDER

APT. NO. _____ TENANT _____

FORWARDING ADDRESS: _____

DEPOSIT AMT. \$ _____ DEPOSIT AMT. REFUNDED \$ _____

	MOVE-IN	MOVE-OUT	COST TO CORRECT
KITCHEN:			
FLOORS -----			
WALLS -----			
WINDOW COVERINGS -----			
REFRIGERATOR -----			
RANGE -----			
GARBAGE DISPOSAL -----			
DISHWASHER -----			
MICROWAVE -----			
HOOD VENT WORKING & CLEAN -----			
CABINETS CLEANED -----			
LIVING ROOM AND DINING ROOM:			
CARPETS -----			
WALLS -----			
WINDOW COVERINGS -----			
CLOSETS CLEANED -----			
BATHROOM:			
FLOORS -----			
WALLS -----			
FAN WORKING & CLEAN -----			
MIRROR/MEDICINE CABINET -----			
SHOWER/TUB -----			
TOILET -----			
SINK -----			
LINEN CLOSET -----			
BEDROOM 1:			
CARPET -----			
WALLS -----			
WINDOW COVERINGS -----			
CLOSETS CLEANED -----			
BEDROOM 2:			
CARPET -----			
WALLS -----			
WINDOW COVERINGS -----			
CLOSETS CLEANED -----			
MISCELLANEOUS:			
TV PIGTAIL IN PLACE -----			
LIGHT BULBS IN ALL FIXTURES -----			
KEYS:			
ENTRY DOOR -----			
APARTMENT DOOR -----			
STORAGE DOOR -----			
MAIL BOX -----			

MANAGER'S COMMENTS: _____

I HEREBY ACKNOWLEDGE THAT THE ABOVE IS AN ACCURATE STATEMENT OF THE CONDITION OF THE UNIT AT THE TIME OF MY TAKING OCCUPANCY. I FURTHER UNDERSTAND THAT I SHALL BE REQUIRED TO DELIVER THE UNIT IN THIS SAME CONDITION AT THE TERMINATION OF MY TENANCY OR TO PAY FOR ANY COSTS INCURRED BY THE PROPERTY TO RESTORE THE UNIT TO ITS ORIGINAL CONDITION AT THE TIME I TOOK POSSESSION OF THE UNIT, NORMAL WEAR AND TEAR EXCEPTED.

 TENANT'S SIGNATURE-MOVE IN DATE MOVE OUT DATE