

CHECK-IN / CHECK-OUT SHEET

1 Tenant(s): _____
 2 _____
 3 _____
 4 _____

Address: _____

 Move In Date: _____
 Move Out Date: _____

| 5 | ROOM OR AREA | MOVE-IN INSPECTION | MOVE-OUT INSPECTION | COST TO CORRECT |
|----|---------------------------------|--------------------|---------------------|-----------------|
| 6 | KITCHEN | | | |
| 7 | WALLS/CEILING | | | |
| 8 | STOVE | | | |
| 9 | OUTSIDE & HOOD | | | |
| 10 | STOVE - INSIDE | | | |
| 11 | REFRIGERATOR - OUTSIDE | | | |
| 12 | REFRIGERATOR - INSIDE | | | |
| 13 | DISHWASHER | | | |
| 14 | OUTSIDE-CONTROLS | | | |
| 15 | DISHWASHER | | | |
| 16 | INSIDE (ALL PARTS) | | | |
| 17 | DISHWASHER FUNCTION | | | |
| 18 | SINK & FAUCETS | | | |
| 19 | COUNTER TOPS | | | |
| 20 | CUPBOARDS | | | |
| 21 | UPPER & LOWER | | | |
| 22 | BATHROOM 1 | | | |
| 23 | CABINET/VANITY | | | |
| 24 | TUB & TILE/CAULK | | | |
| 25 | FAUCETS | | | |
| 26 | TOWEL BARS | | | |
| 27 | WALLS/CEILINGS | | | |
| 28 | BATHROOM 2 | | | |
| 29 | CABINET/VANITY | | | |
| 30 | TUB & TILE/CAULK | | | |
| 31 | FAUCETS | | | |
| 32 | TOWEL BARS | | | |
| 33 | WALLS/CEILINGS | | | |
| 34 | DINING ROOM | | | |
| 35 | CARPET/FLOOR | | | |
| 36 | WALLS/CEILING | | | |
| 37 | LIVING ROOM | | | |
| 38 | FLOOR | | | |
| 39 | WALLS/CEILING | | | |
| 40 | HALLWAY | | | |
| 41 | LINEN CLOSET | | | |
| 42 | WALLS/CEILINGS/ CARPET/FLOOR | | | |

SAMPLE

44 Tenant(s) from pg. 1: _____

| 45 | ROOM OR AREA | MOVE-IN INSPECTION | MOVE-OUT INSPECTION | COST TO CORRECT |
|----|----------------------|--------------------|---------------------|-----------------|
| 46 | BEDROOM 1 | | | |
| 47 | CARPET/FLOOR | | | |
| 48 | WALLS/CEILING | | | |
| 49 | DOORS & CLOSET | | | |
| 50 | BEDROOM 2 | | | |
| 51 | CARPET/FLOOR | | | |
| 52 | WALLS/CEILING | | | |
| 53 | DOORS & CLOSET | | | |
| 54 | BEDROOM 3 | | | |
| 55 | CARPET/FLOOR | | | |
| 56 | WALLS/CEILING | | | |
| 57 | DOORS & CLOSET | | | |
| 58 | MISCELLANEOUS | | | |
| 59 | DRAPES/RODS | | | |
| 60 | BLINDS/SHADES | | | |
| 61 | WINDOWS | | | |
| 62 | WINDOW SCREENS | | | |
| 63 | ALL DOORS | | | |
| 64 | PLUMBING LEAKS | | | |
| 65 | LIGHT BULBS | | | |
| 66 | WATER SOFTENER | | | |
| 67 | GARAGE DOOR OPENERS | | | |
| 68 | AIR CONDITIONING | | | |
| 69 | LAUNDRY AREA | | | |
| 70 | WASHER | | | |
| 71 | DRYER | | | |
| 72 | TV ANTENNA | | | |
| 73 | STORAGE AREA | | | |
| 74 | | | | |

SAMPLE

75 **COMMENTS (Move In):** _____
 76 _____
 77 _____
 78 _____
 79 _____
 80 _____

COMMENTS (Move Out): _____

TOTAL \$ _____

81 **MOVE IN INSPECTION**
 82 Tenant accepts responsibility of rental unit "As Is" with the exceptions
 83 listed above.
 84 Tenant _____ Date _____
 85 Tenant _____ Date _____
 86 Tenant _____ Date _____
 87 Tenant _____ Date _____
 88 Owner/Agent _____ Date _____

MOVE OUT INSPECTION
 Inspection results hereby accepted.
 Tenant _____ Date _____
 Tenant _____ Date _____
 Tenant _____ Date _____
 Tenant _____ Date _____
 Owner/Agent _____ Date _____

89 **When To Use:** Landlord shall give a new residential tenant a check-in sheet. Tenant may use the check-in sheet to make comments, if any, about
 90 the condition of the premises, and must return the sheet to landlord within 7 days from the date tenant commences occupancy.