

CHECK-IN LIST

Property Address _____

Tenant Name(s) completing check-in _____

The Sue Cruddas Real Estate Team Representative _____

Tenant Signature _____

Date _____

ATTENTION! THIS IS YOUR CONDITION REPORT! This sheet will be referred to at your move-out inspection to determine the degree of your responsibility for the condition of your unit. Please be specific when marking discrepancies: it is better to write "There is a 4-inch rip in the carpet underneath the living room window" as opposed to "Rips in carpet." We also find the following conditions codes to be helpful in this process: New, Good (shows little or no wear), Fair (shows reasonable wear), or Poor (damaged but usable). **YOU MUST RETURN THIS REPORT TO OUR OFFICE WITH-IN SEVEN (7) DAYS!!** If this report is not received by that date, you will be fully responsible for the condition at move in and move out. Please understand that this is **ONLY** a condition report to create a record for your move-out inspection—this report does not require the Landlord to make any repairs at this time.

EXTERIOR	Y	N	NA	Comments
Are there any problems with the foundation?				
Are there any problems with the roof?				
Are there any problems with the exterior doors?				
Are there any problems with the garage door?				
Are there any problems with the gutters?				
Are there any problems with the shutters?				
Are there any problems with the mailbox?				
Are there any problems with the porch/deck?				
Are there any problems with exterior storage?				
GROUNDS	Y	N	NA	Comments
Is the yard generally clean and well-maintained?				
Is the lawn cut or trimmed?				
Are the shrubs/trees maintained?				
Are the walkways cleared?				
Is any cement stained or cracked?				
Is the fence maintained?				
Is the patio free of debris and garbage?				
Is the yard free of debris and garbage?				
ENTRYWAY	Y	N	NA	Comments
Is door clean and free of abuse?				
Are door handles in proper working order?				
Is the area clean and clear of abuse?				
Is flooring clean (swept or mopped)?				
Is flooring free of any tears or abuse?				
Are walls clean and free of marks/scratches/holes?				
COAT CLOSET	Y	N	NA	Comments
Is door clean and clear of abuse?				
Is the interior clean and in working order?				
Is flooring clean (swept or mopped)?				
Is flooring free of any tears or abuse?				
LIVING ROOM	Y	N	NA	Comments
Is the room generally clean and well-maintained?				
Are all fixtures in place?				
Is flooring clean (swept or mopped)?				
Is flooring free of any tears or abuse?				
Is flooring free from stains/spots?				
Is carpet free of odor?				
Are walls clean and free of marks/scratches/holes?				
Are windows clean?				

Are sills free from dirt and debris?				
Are window screens present?				
Are window screens torn or abused?				
Is the ceiling clean of cob webs?				
Is the ceiling free of any marks or holes?				
KITCHEN	Y	N	NA	Comments
Is the room generally clean and well-maintained?				
Are all fixtures in place?				
Is flooring clean and free of any tears or abuse?				
Are appliances empty and cleaned?				
Are knobs in place and in working order?				
Are stove drip pans present?				
Are stove drip pans clean?				
Are countertops free of tears, stains, and abuse?				
Are windows clean?				
Are sills free from dirt and debris?				
Are window screens present?				
Are window screens torn or abused?				
Is door clean and free of abuse?				
Is the door handle in proper working order?				
Are walls clean and free of marks/scratches/holes?				
Is the ceiling clean of cob webs?				
Is the ceiling free of any marks or holes?				
LAUNDRY ROOM (if applicable)	Y	N	NA	Comments
Is the room generally clean and well-maintained?				
Are all fixtures in place?				
Are walls clean and free of marks/scratches/holes?				
Is flooring clean (swept or mopped)?				
Is flooring free of any tears or abuse?				
Is the ceiling clean of cob webs?				
Is the ceiling free of any marks or holes?				
BATHROOM #1	Y	N	NA	Comments
Is the room generally clean and well-maintained?				
Are all fixtures in place?				
Are walls clean and free of marks/scratches/holes?				
Is flooring clean (swept or mopped)?				
Is flooring free of any tears or abuse?				
Is toilet clean?				
Is toilet free of marks, scratches, dings, etc.?				
Is tub/shower clean?				
Is tub/shower free of marks, scratches, dings, etc.?				
Is sink clean?				
Is sink free of marks, scratches, dings, etc.?				
Is the ceiling clean of cob webs?				
Is the ceiling free of any marks or holes?				
BATHROOM #2 (if applicable)	Y	N	NA	Comments
Is the room generally clean and well-maintained?				
Are all fixtures in place?				
Are walls clean and free of marks/scratches/holes?				
Is flooring clean (swept or mopped)?				
Is flooring free of any tears or abuse?				
Is toilet clean?				
Is toilet free of marks, scratches, dings, etc.?				
Is tub/shower clean?				

Is tub/shower free of marks, scratches, dings, etc.?				
Is sink clean?				
Is sink free of marks, scratches, dings, etc.?				
Is the ceiling clean of cob webs?				
Is the ceiling free of any marks or holes?				
BATHROOM #3 (if applicable)	Y	N	NA	Comments
Is the room generally clean and well-maintained?				
Are all fixtures in place?				
Are walls clean and free of marks/scratches/holes?				
Is flooring clean (swept or mopped)?				
Is flooring free of any tears or abuse?				
Is toilet clean?				
Is toilet free of marks, scratches, dings, etc.?				
Is tub/shower clean?				
Is tub/shower free of marks, scratches, dings, etc.?				
Is sink clean?				
Is sink free of marks, scratches, dings, etc.?				
Is the ceiling clean of cob webs?				
Is the ceiling free of any marks or holes?				
MASTER BEDROOM	Y	N	NA	Comments
Is the room generally clean and well-maintained?				
Are all fixtures in place?				
Is flooring clean (swept or mopped)?				
Is flooring free of any tears or abuse?				
Is flooring free from stains/spots?				
Is carpet free of odor?				
Is the room generally clean and well-maintained?				
Are all fixtures in place?				
Are walls clean and free of marks/scratches/holes?				
Are windows clean?				
Are sills free from dirt and debris?				
Are window screens present?				
Are window screens torn or abused?				
Is the ceiling clean of cob webs?				
Is the ceiling free of any marks or holes?				
BEDROOM #2	Y	N	NA	Comments
Is the room generally clean and well-maintained?				
Are all fixtures in place?				
Is flooring clean (swept or mopped)?				
Is flooring free of any tears or abuse?				
Is flooring free from stains/spots?				
Is carpet free of odor?				
Is the room generally clean and well-maintained?				
Are all fixtures in place?				
Are walls clean and free of marks/scratches/holes?				
Are windows clean?				
Are sills free from dirt and debris?				
Are window screens present?				
Are window screens torn or abused?				
Is the ceiling clean of cob webs?				
Is the ceiling free of any marks or holes?				
BEDROOM #3 (if applicable)	Y	N	NA	Comments
Is the room generally clean and well-maintained?				
Are all fixtures in place?				

Is flooring clean (swept or mopped)?				
Is flooring free of any tears or abuse?				
Is flooring free from stains/spots?				
Is carpet free of odor?				
Is the room generally clean and well-maintained?				
Are all fixtures in place?				
Are walls clean and free of marks/scratches/holes?				
Are windows clean?				
Are sills free from dirt and debris?				
Are window screens present?				
Are window screens torn or abused?				
Is the ceiling clean of cob webs?				
Is the ceiling free of any marks or holes?				
BEDROOM #4 (if applicable)	Y	N	NA	Comments
Is the room generally clean and well-maintained?				
Are all fixtures in place?				
Is flooring clean (swept or mopped)?				
Is flooring free of any tears or abuse?				
Is flooring free from stains/spots?				
Is carpet free of odor?				
Is the room generally clean and well-maintained?				
Are all fixtures in place?				
Are walls clean and free of marks/scratches/holes?				
Are windows clean?				
Are sills free from dirt and debris?				
Are window screens present?				
Are window screens torn or abused?				
Is the ceiling clean of cob webs?				
Is the ceiling free of any marks or holes?				
HOUSEHOLD SYSTEMS	Y	N	NA	Comments
Have air filters been replaced?				

ADDITIONAL 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 clean and in the same condition at the termination of my tenancy, or to pay 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 expected. **I understand that this is strictly a condition report and does not require any repairs by the owner.** I also do hereby acknowledge that I have received _____ sets of keys, and that I agree to return the same number of keys sets given to me, including any additional keys that may have been produced.

Tenant Name(s) completing check-in

The Sue Cruddas Real Estate Team Representative

Tenant Signature

Date