

# CHECK-IN/CHECK-OUT

CHECK-IN DATE:	BLDG #:	APT #:	ROOM #:
RESIDENT NAME:		PHONE #:	

F-Full Clean/Paint; P-Partial Clean/Paint	CHECK-IN (RESIDENT)					CHECK-OUT (STAFF)				COMMENTS
	CONDITION	REPAIR	REPLACE	REPAIR	REPLACE	CONDITION	REPAIR	REPLACE		
<b>KEYS/PERMITS</b>										
Apartment Saflok Card R-\$10	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Bedroom Key R-\$5	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Mailbox Key R-\$5	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Recreation Pass R-\$5	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Parking Permit (If Applicable)	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
<b>LIVING ROOM/DINING AREA</b>										
Full Clean/Paint-\$50; Partial Clean/Paint-\$25										
Saflok Device/Hardware R-\$200	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Front Door R-\$225	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Entry Tile	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Coffee Table R-\$125	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
End Table R-\$105	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Lounge Chair R-\$375	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Sofa R-\$500	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Dining Table R-\$190	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Dining Chairs R-\$70	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Carpet	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Blinds R-\$45	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Windows/Screens R-\$250/\$30	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Walls/Paint	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Ceiling	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Light Fixture/Fan R-\$60	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
<b>KITCHEN</b>										
Full Clean/Paint-\$50; Partial Clean/Paint-\$25										
Stove/Oven R-\$550	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Refrigerator R-\$900	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Microwave R-\$140	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Garbage Disposal R-\$70	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Hood/Filter/Fan R-\$50	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Dishwasher R-\$250	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Light Fixture R-\$50	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Walls	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Countertops	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Floor	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Ceiling	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Cabinets/Drawers	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
<b>LAUNDRY ROOM/UTILITY CLOSET</b>										
Full Clean/Paint-\$50; Partial Clean/Paint-\$25										
Washer R-\$400	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Dryer R-\$400	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Shelves R-\$30	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Doors R-\$140	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Floor	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Ceiling	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Light Fixture R-\$30	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Walls	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
<b>BATHROOM</b>										
Full Clean/Paint-\$50; Partial Clean/Paint-\$25										
Floor	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Walls/Paint	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Ceiling	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Light Globes R-\$20	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Mirror	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Sink/Faucets R-\$25	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Tub	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Toilet/Seat R-\$140/\$15	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Doors R-\$60	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Cabinets/Drawers	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Hardware/Towel Bar R-\$15	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
<b>BEDROOM</b>										
Full Clean/Paint-\$50; Partial Clean/Paint-\$25										
Carpet	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Ceiling	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Light Fixtures R-\$20	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Mattress/Frame R-\$250/\$145	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Desk R-\$142	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Desk Chair R-\$70	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Dresser R-\$295	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Doors R-\$60	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Hardware R-\$15	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Windows/Screens R-\$220/\$20	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Blinds R-\$20	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	
Walls	GOOD	FAIR	BAD	REPAIR	REPLACE	GOOD	FAIR	REPAIR	REPLACE	

Resident Signature at Check-In: \_\_\_\_\_ Date: \_\_\_\_\_

Resident Signature at Check-Out: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature at Check-Out: \_\_\_\_\_ Date: \_\_\_\_\_

Total
Previous Balance
Deposit
Total Due
Total Returned

Additional Comments:

Tenant acknowledges that the MI/MO Condition form must be returned within 72 hours of Occupancy.