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| --- |
| **Office use only**  Date Lease Began: Due Back: Date Returned: |

Please use this form to inspect your unit prior to moving in and return it within 3 days. This form will be used during the check-out process. If you do not return this form within 3 days we must assume that the property was in perfect condition at move -in with the exception of normal wear and tear. This will not be accepted after 3 days of moving in. These documents are only for existing physical damages; if you have maintenance or cleaning requests please contact us within 24 hours. If not reported within 24 hour you will be responsible for dirty items. Please return this form to the Fett Property management office

|  |  |
| --- | --- |
| Kitchen |  |
| Floor / stains/ damage |  |
| Wood trim |  |
| Door/ Handle |  |
| Walls |  |
| Blinds |  |
| Screens |  |
| Light Fixture/ Globe |  |
| Light bulb/ appliance bulbs |  |
| Switch covers/ outlet plates |  |
| Fire extinguisher |  |
| Sink, strainer/ slow drain |  |
| Working garbage disposal |  |
| oven/ racks/ broiler/ under |  |
| stovetop/ hood/ filter |  |
| Stove knobs |  |
| Burner pans |  |
| refrigerator/ under |  |
| Dishwasher/ inside/ ouside |  |
| Cabinets/ outside/ Top |  |

|  |  |
| --- | --- |
| Cabinets/ Drawer knobs |  |
| Countertops |  |
| Door stops |  |
| Vents/ Cold Air exchanges |  |
| **Common/ Living areas** |  |
| Entry way |  |
| Porch |  |
| Porch light/ Globe/ bulb |  |
| Front door/ Casing/ lock |  |
| Door Bell/ Button/ Unit |  |
| Walls |  |
| Wood Trim |  |
| Floors/ Vacuum/ stains |  |
| Stains/ Damage |  |
| Switch Covers/ outlet plates |  |
| Bulbs/ Fixtures/ Ceiling Fans |  |
| Vents/ Registers |  |
| Furnace Filter |  |
| Thermostat/ Cover |  |
| Closet/ Shelf/ Rod |  |

|  |  |
| --- | --- |
| Closet Door/ Knob |  |
| Utility Closet |  |
| Smoke alarm/ battery |  |
| Laundry area |  |
| windows |  |
| screens |  |
| Blinds |  |
| Vertical Blinds |  |
| Door stop |  |
| Nail holes |  |
| Large holes |  |
| **Bedroom #1 Location:** |  |
| Floor/vacumm/ damage |  |
| Wood trim |  |
| Walls |  |
| Nail holes |  |
| Large holes |  |
| Windows |  |
| Blinds |  |
| Screens |  |

|  |  |
| --- | --- |
| Light Fixtures/ Globe/ Bulbs |  |
| Ceiling Fans/ Bulbs |  |
| Switch Cover/ Outlet Plants |  |
| Closets/ Shelves/ rod |  |
| Closet door/ knob |  |
| Smoke alarm/ battery |  |
| vents/ registers |  |
| Door stops |  |
| **Bedroom #2** |  |
| Floor/vacuum/ damage |  |
| Wood trim |  |
| Walls |  |
| Nail holes |  |
| Large holes |  |
| Windows |  |
| Blinds |  |
| Screens |  |
| Light Fixtures/ Globe/ Bulbs |  |
| Ceiling Fans/ Bulbs |  |
| Switch Cover/ Outlet Plants |  |
| Closets/ Shelves/ rod |  |
| Closet door/ knob |  |
| Smoke alarm/ battery |  |
| vents/ registers |  |
| Door stops |  |

|  |  |
| --- | --- |
| **Bedroom #3 Location:** |  |
| Floor/vacuum/ damage |  |
| Wood trim |  |
| Walls |  |
| Nail holes |  |
| Large holes |  |
| Windows |  |
| Blinds |  |
| Screens |  |
| Light Fixtures/ Globe/ Bulbs |  |
| Ceiling Fans/ Bulbs |  |
| Switch Cover/ Outlet Plants |  |
| Closets/ Shelves/ rod |  |
| Closet door/ knob |  |
| Smoke alarm/ battery |  |
| vents/ registers |  |
| Door stops |  |
| **Bathroom** |  |
| Floor/vacuum/ damage |  |
| Wood trim |  |
| Walls |  |
| Nail holes |  |
| Large holes |  |
| Windows |  |
| Blinds |  |
| Screens |  |
| Light Fixtures/ Globe/ Bulbs |  |
| Ceiling Fans/ Bulbs |  |
| Switch Cover/ Outlet Plants |  |
| Closets/ Shelves/ rod |  |
| Closet door/ knob |  |
| Smoke alarm/ battery |  |
| vents/ registers |  |
| Door stops |  |

|  |  |
| --- | --- |
| Towel Bar |  |
| Vanity/ knobs |  |
| Mold/ mildew/ ceiling |  |
| Sink/ soap dish/ faucet |  |
| Toilet/ seat/ water running |  |
| grout/ caulking |  |
| tub/ shower/ drips/ leaks |  |
| Shower/ Tub/ curtain rod |  |
| Slow drain/ plugged drain |  |
| Counter tops |  |

Notes:

**To be Complete upon occupancy of unit**

I hereby acknowledge that the above is accurate statement of the condition of the unit at the time of my taking occupancy. Tenant agrees to test smoke detectors at least once a month and to report any problems to the landlord in writing. Tenant agrees to replace the batteries in smoke detectors as necessary according to the Rental agreement and Rules. Tenant hereby acknowledges having reviewed this checklist and agrees that the condition and contents of the rental unit are without damages (unless noted and except for normal wear and tear) as outlined in the signed Rental Agreement and Rules. 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 any costs incurred to restore the unit to its original condition at the time I took possession of the unit.

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Tenant signature Tenant Name Date

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Tenant signature Tenant Name Date

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Tenant signature Tenant Name Date