

## PROPERTY CHECK-IN SHEET

ADDRESS: \_\_\_\_\_

Date Given to Residents: \_\_\_\_\_ Date Received in Office: \_\_\_\_\_

Please fill out and return to the rental office within 5 days of moving into unit.  
If you move in before the lease starts without written permission from the rental office, you forfeit  
your right to this check-in sheet.

**REPAIRS NEEDED:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

**OTHER PRE-EXISTING CONDITIONS NOTED FOR RESIDENT'S FILE:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

**Please Note:** You will be charged at move-out for any defects not listed on this sheet at move-in!!!

**RESIDENTS SIGNATURES:**

1. \_\_\_\_\_ DATE: \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**MANAGEMENT SIGNATURE:**