## SAMPLE CHECK-IN /CHECK-OUT SHEET

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Area*** | ***Move in*** | | | | | | ***Move out*** | | | | ***Cost/Notes*** |
| **Entrance Area** |  | | | | | |  | | | |  |
| Doors/screens | Good | |  | | Fair |  | Good |  | Fair |  |  |
| Locks/keys/mailbox | Good | |  | | Fair |  | Good |  | Fair |  |  |
| Light switches | Good | |  | | Fair |  | Good |  | Fair |  |  |
| Walls | Good | |  | | Fair |  | Good |  | Fair |  |  |
| Ceiling | Good | |  | | Fair |  | Good |  | Fair |  |  |
| Closet | Good | |  | | Fair |  | Good |  | Fair |  |  |
| Other | Good | |  | | Fair |  | Good |  | Fair |  |  |
| **Living Room** |  | | | | | |  | | | |  |
| Walls | Good |  |  |  | Fair |  | Good |  | Fair |  |  |
| Ceiling | Good |  |  |  | Fair |  | Good |  | Fair |  |  |
| Floors/carpet | Good |  |  |  | Fair |  | Good |  | Fair |  |  |
| Lights | Good |  |  |  | Fair |  | Good |  | Fair |  |  |
| Windows/screens | Good |  |  |  | Fair |  | Good |  | Fair |  |  |
| Window coverings | Good |  |  |  | Fair |  | Good |  | Fair |  |  |
| Door | Good |  |  |  | Fair |  | Good |  | Fair |  |  |
| Heating Outlets/Vents | Good |  |  |  | Fair |  | Good |  | Fair |  |  |
| Thermostat | Good |  |  |  | Fair |  | Good |  | Fair |  |  |
| Other (fireplace, shelves) | Good |  |  |  | Fair |  | Good |  | Fair |  |  |

**SAMPLE CHECK-IN /CHECK-OUT SHEET**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Area*** | ***Move in*** | | | | ***Move out*** | | | | ***Cost/Notes*** | |
| **Kitchen** |  | | | |  | | | |  | |
| Walls | Good |  | Fair |  | Good |  | Fair |  |  |  | |
| Ceiling | Good |  | Fair |  | Good |  | Fair |  |  |  | |
| Floor | Good |  | Fair |  | Good |  | Fair |  |  |  | |
| Lights | Good |  | Fair |  | Good |  | Fair |  |  |  | |
| Windows | Good |  | Fair |  | Good |  | Fair |  |  |  | |
| Door/lock | Good |  | Fair |  | Good |  | Fair |  |  |  | |
| Heating vents | Good |  | Fair |  | Good |  | Fair |  |  |  | |
| Cupboards/cabinets | Good |  | Fair |  | Good |  | Fair |  |  |  | |
| Range/hood/vents | Good |  | Fair |  | Good |  | Fair |  |  |  | |
| Drip pans/rings | Good |  | Fair |  | Good |  | Fair |  |  |  | |
| Oven racks/ boiler pan | Good |  | Fair |  | Good |  | Fair |  |  |  | |
| Refrigerator/shelves | Good |  | Fair |  | Good |  | Fair |  |  |  | |
| Sink and pipes | Good |  | Fair |  | Good |  | Fair |  |  |  | |
| Faucet | Good |  | Fair |  | Good |  | Fair |  |  |  | |
| Countertops | Good |  | Fair |  | Good |  | Fair |  |  |  | |
| Garbage disposal | Good |  | Fair |  | Good |  | Fair |  |  |  | |
| Dishwasher | Good |  | Fair |  | Good |  | Fair |  |  |  | |
| Other | Good |  | Fair |  | Good |  | Fair |  |  |  | |

**SAMPLE CHECK-IN /CHECK-OUT SHEET**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Area*** | ***Move in*** | | | | | ***Move out*** | | | | ***Cost/Notes*** |
| **Bedroom #1** |  | | | | |  | | | |  |
| Walls | Good |  | Fair | |  | Good |  | Fair |  |  |
| Ceiling | Good |  | Fair | |  | Good |  | Fair |  |  |
| Floor/carpet | Good |  | Fair | |  | Good |  | Fair |  |  |
| Lights | Good |  | Fair | |  | Good |  | Fair |  |  |
| Windows/screens | Good |  | Fair | |  | Good |  | Fair |  |  |
| Window coverings | Good |  | Fair | |  | Good |  | Fair |  |  |
| Door/lock | Good |  | Fair | |  | Good |  | Fair |  |  |
| Heating vents | Good |  | Fair | |  | Good |  | Fair |  |  |
| Closet | Good |  | Fair | |  | Good |  | Fair |  |  |
| Other | Good |  | Fair | |  | Good |  | Fair |  |  |
| **Bedroom #2** |  | | | | |  | | | |  |
| Walls | Good |  | Fair |  | | Good |  | Fair |  |  |
| Ceiling | Good |  | Fair |  | | Good |  | Fair |  |  |
| Floor/carpet | Good |  | Fair |  | | Good |  | Fair |  |  |
| Lights | Good |  | Fair |  | | Good |  | Fair |  |  |
| Windows/screens | Good |  | Fair |  | | Good |  | Fair |  |  |
| Window coverings | Good |  | Fair |  | | Good |  | Fair |  |  |
| Door/lock | Good |  | Fair |  | | Good |  | Fair |  |  |
| Heating vents | Good |  | Fair |  | | Good |  | Fair |  |  |

**SAMPLE CHECK-IN /CHECK-OUT SHEET**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Area*** | ***Move in*** | | | | ***Move out*** | | | | ***Cost/Notes*** |
| Closet | Good |  | Fair |  | Good |  | Fair |  |  |
| Other | Good |  | Fair |  | Good |  | Fair |  |  |
| **Bedroom #3** |  | | | |  | | | |  |
| Walls | Good |  | Fair |  | Good |  | Fair |  |  |
| Ceiling | Good |  | Fair |  | Good |  | Fair |  |  |
| Floor/carpet | Good |  | Fair |  | Good |  | Fair |  |  |
| Lights | Good |  | Fair |  | Good |  | Fair |  |  |
| Windows/screens | Good |  | Fair |  | Good |  | Fair |  |  |
| Window coverings | Good |  | Fair |  | Good |  | Fair |  |  |
| Door/lock | Good |  | Fair |  | Good |  | Fair |  |  |
| Heating vents | Good |  | Fair |  | Good |  | Fair |  |  |
| Closet | Good |  | Fair |  | Good |  | Fair |  |  |
| Other | Good |  | Fair |  | Good |  | Fair |  |  |
| **Bathroom #1** |  | | | |  | | | |  |
| Walls | Good |  | Fair |  | Good |  | Fair |  |  |
| Ceiling | Good |  | Fair |  | Good |  | Fair |  |  |
| Floor | Good |  | Fair |  | Good |  | Fair |  |  |
| Lights | Good |  | Fair |  | Good |  | Fair |  |  |
| Windows/screens | Good |  | Fair |  | Good |  | Fair |  |  |
| Toilet | Good |  | Fair |  | Good |  | Fair |  |  |

**SAMPLE CHECK-IN /CHECK-OUT SHEET**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Area*** | ***Move in*** | | | | | ***Move out*** | | | | ***Cost/Notes*** |
| Sink/vanity | Good |  | Fair |  | | Good |  | Fair |  |  |
| Tub/shower | Good |  | Fair |  | | Good |  | Fair |  |  |
| Cabinet/mirror | Good |  | Fair |  | | Good |  | Fair |  |  |
| Shower curtain/ hooks | Good |  | Fair |  | | Good |  | Fair |  |  |
| Towel racks | Good |  | Fair |  | | Good |  | Fair |  |  |
| Tile | Good |  | Fair |  | | Good |  | Fair |  |  |
| Heating vents | Good |  | Fair |  | | Good |  | Fair |  |  |
| Door/locks | Good |  | Fair |  | | Good |  | Fair |  |  |
| Other | Good |  | Fair |  | | Good |  | Fair |  |  |
| **Bathroom #2** |  | | | | |  | | | |  |
| Walls | Good |  | Fair | |  | Good |  | Fair |  |  |
| Ceiling | Good |  | Fair | |  | Good |  | Fair |  |  |
| Floor | Good |  | Fair | |  | Good |  | Fair |  |  |
| Lights | Good |  | Fair | |  | Good |  | Fair |  |  |
| Windows/screens | Good |  | Fair | |  | Good |  | Fair |  |  |
| Toilet | Good |  | Fair | |  | Good |  | Fair |  |  |
| Sink/vanity | Good |  | Fair | |  | Good |  | Fair |  |  |
| Tub/shower | Good |  | Fair | |  | Good |  | Fair |  |  |
| Cabinet/mirror | Good |  | Fair | |  | Good |  | Fair |  |  |
| Shower curtain/ hooks | Good |  | Fair | |  | Good |  | Fair |  |  |
| Towel racks | Good |  | Fair | |  | Good |  | Fair |  |  |

**SAMPLE CHECK-IN /CHECK-OUT SHEET**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Area*** | ***Move in*** | | | | ***Move out*** | | | | ***Cost/Notes*** |
| Tile | Good |  | Fair |  | Good |  | Fair |  |  |
| Heating vents | Good |  | Fair |  | Good |  | Fair |  |  |
| Door/locks | Good |  | Fair |  | Good |  | Fair |  |  |
| Other | Good |  | Fair |  | Good |  | Fair |  |  |
| **Utility Area** |  | | | |  | | | |  |
| Walls | Good |  | Fair |  | Good |  | Fair |  |  |
| Ceiling | Good |  | Fair |  | Good |  | Fair |  |  |
| Windows/screens | Good |  | Fair |  | Good |  | Fair |  |  |
| Doors | Good |  | Fair |  | Good |  | Fair |  |  |
| Electric outlets | Good |  | Fair |  | Good |  | Fair |  |  |
| Heating outlets | Good |  | Fair |  | Good |  | Fair |  |  |
| Floors | Good |  | Fair |  | Good |  | Fair |  |  |
| Other | Good |  | Fair |  | Good |  | Fair |  |  |
| **Miscellaneous** |  | | | |  | | | |  |
|  |  | | | |  | | | |  |
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**SAMPLE CHECK-IN /CHECK-OUT SHEET**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Area*** | ***Move in*** | | | | ***Move out*** | | | | ***Cost/Notes*** |
| **Exterior House** |  | | | |  | | | |  |
| Doors | Good |  | Fair |  | Good |  | Fair |  |  |
| Windows | Good |  | Fair |  | Good |  | Fair |  |  |
| Eaves | Good |  | Fair |  | Good |  | Fair |  |  |
| Porch/handrails | Good |  | Fair |  | Good |  | Fair |  |  |
| Lighting | Good |  | Fair |  | Good |  | Fair |  |  |
| Paint/siding | Good |  | Fair |  | Good |  | Fair |  |  |
| Yard, if applicable | Good |  | Fair |  | Good |  | Fair |  |  |
| Stairs, if applicable | Good |  | Fair |  | Good |  | Fair |  |  |
| Mailbox | Good |  | Fair |  | Good |  | Fair |  |  |
| Trash/sanitation | Good |  | Fair |  | Good |  | Fair |  |  |
| Sidewalks/driveway | Good |  | Fair |  | Good |  | Fair |  |  |
| Fence | Good |  | Fair |  | Good |  | Fair |  |  |
| Other | Good |  | Fair |  | Good |  | Fair |  |  |
| Garage | Good |  | Fair |  | Good |  | Fair |  |  |
| Door(s) | Good |  | Fair |  | Good |  | Fair |  |  |
| Floor | Good |  | Fair |  | Good |  | Fair |  |  |
| Lighting | Good |  | Fair |  | Good |  | Fair |  |  |

Other Comments: