

# Prestige Properties LLC Check-in Form

Date of Entry \_\_\_\_/\_\_\_\_/\_\_\_\_

Address of Rental Unit \_\_\_\_\_

# of Key Received \_\_\_\_ # of Room Key Received \_\_\_\_ # of Mail Key Received \_\_\_\_

*Tenants should complete this form by noting any damage or defects in the rental unit. Make a copy for your records and return completed copy to the landlord/manager in 5 days after moving in.*

Tenant Name(s) \_\_\_\_\_

Deposit Amount \$ \_\_\_\_\_

Tenant Signature(s) _____	Date _____
_____	Date _____
_____	Date _____
_____	Date _____

*Mark each item as follows: Y = Clean and in Proper Condition; N/A = Not Applicable; N = Dirty or in Disrepair*

<b>Kitchen</b>	Provided? Yes/No	Condition?	<b>Dining Room</b>	Provided? Yes/No	Condition?
Range/Stove	_____	_____	Walls/Ceiling	_____	_____
Hood fan	_____	_____	Woodwork/Trim	_____	_____
Microwave	_____	_____	Door(s)	_____	_____
Oven	_____	_____	Window(s)	_____	_____
Dishwasher	_____	_____	Window Coverings	_____	_____
Sink/Faucets	_____	_____	Light Fixture(s)	_____	_____
Disposal	_____	_____	Outlets/Switches	_____	_____
Refrigerator	_____	_____	Flooring/Carpet	_____	_____
Exterior	_____	_____	Cabinets/built-ins	_____	_____
Refrigerator	_____	_____	Closet(s)	_____	_____
Components (ice trays, shelves, etc.)	_____	_____	Other	_____	_____
Countertops	_____	_____			
Pantry	_____	_____	<b>Living Room</b>	Provided? Yes/No	Condition?
Walls/Ceiling	_____	_____	Walls/Ceiling	_____	_____
Woodwork/Trim	_____	_____	Woodwork/Trim	_____	_____
Door(s)	_____	_____	Door(s)	_____	_____
Window(s)	_____	_____	Window(s)	_____	_____
Window Coverings	_____	_____	Window Coverings	_____	_____
Light Fixture(s)	_____	_____	Light Fixture(s)	_____	_____
Outlets/Switches	_____	_____	Outlets/Switches	_____	_____
Flooring/Carpet	_____	_____	Flooring/Carpet	_____	_____
Cabinets/Built-ins	_____	_____	Cabinets/built-ins	_____	_____
Closet(s)	_____	_____	Closet(s)	_____	_____
Other	_____	_____	Other	_____	_____
Other	_____	_____			

<b>Hall, Closet(s)</b>		Condition?	<b>Entry, Stairs</b>		Condition?
Describe			Describe		
_____			_____		
_____			_____		



### Bedroom

	Provided? Yes/No	Condition?
Walls/Ceiling	_____	_____
Woodwork/Trim	_____	_____
Door(s)	_____	_____
Window(s)	_____	_____
Window Coverings	_____	_____
Light Fixture(s)	_____	_____
Outlets/Switches	_____	_____
Flooring/Carpet	_____	_____
Cabinets/built-ins	_____	_____
Closet(s)	_____	_____
Other	_____	_____

### Bedroom

	Provided? Yes/No	Condition?
Walls/Ceiling	_____	_____
Woodwork/Trim	_____	_____
Door(s)	_____	_____
Window(s)	_____	_____
Window Coverings	_____	_____
Light Fixture(s)	_____	_____
Outlets/Switches	_____	_____
Flooring/Carpet	_____	_____
Cabinets/built-ins	_____	_____
Closet(s)	_____	_____
Other	_____	_____

### Other Room

	Provided? Yes/No	Condition?
Walls/Ceiling	_____	_____
Woodwork/Trim	_____	_____
Door(s)	_____	_____
Window(s)	_____	_____
Window Coverings	_____	_____
Light Fixture(s)	_____	_____
Outlets/Switches	_____	_____
Flooring/Carpet	_____	_____
Cabinets/built-ins	_____	_____
Closet(s)	_____	_____
Other	_____	_____

### Bathroom

	Provided? Yes/No	Condition?
Walls/Ceiling	_____	_____
Woodwork/Trim	_____	_____
Door(s)	_____	_____
Window(s)	_____	_____
Window Coverings	_____	_____
Light Fixture(s)	_____	_____
Outlets/Switches	_____	_____
Flooring/Carpet	_____	_____
Cabinets/built-ins	_____	_____
Countertops	_____	_____
Closet(s)	_____	_____
Toilet	_____	_____
Tub/Shower	_____	_____
Shower	_____	_____
Curtain/Doors	_____	_____
Sink/Faucets	_____	_____
Towel Rack(s)	_____	_____
Exhaust Fan	_____	_____
Tile/Caulk	_____	_____
Other Fixtures	_____	_____
Other	_____	_____
Other	_____	_____

### Other Notes, Including Furniture Provided

List description of items (e.g., tan canvas sofa, vinyl kitchen chair) and condition.

Item	Condition
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____