Check-in/Check-out evaluation form

Complete the arrival columns with explanations in the Damages section. You and your landlord should then sign the evaluation. Make a copy for the landlord and keep a copy for your records. Upon check-out, record the departure condition of the rental property.

	Arrival		Departure	
1. Kitchen and Dining Area	*Good*	*Bad**	*Good*	*Bad**
a. Cupboards, table, chairs	☐	☐	☐	☐
b. Floor covering, window coverings	☐	☐	☐	☐
c. Walls and ceilings	☐	☐	☐	☐
d. Plastic and tile surfaces	☐	☐	☐	☐
e. Electric fixtures, stove (burners, oven)	☐	☐	☐	☐
f. Refrigerator, freezer, sink disposal	☐	☐	☐	☐
g. Other: _____	☐	☐	☐	☐
2. Living Room				
a. Walls and ceiling	☐	☐	☐	☐
b. Carpet or rug, window coverings	☐	☐	☐	☐
c. Electric fixtures, lamps	☐	☐	☐	☐
d. Chairs, sofa, end tables	☐	☐	☐	☐
e. Desks, tables	☐	☐	☐	☐
f. Other: _____	☐	☐	☐	☐
3. Bathrooms				
a. Shower, glass, curtain	☐	☐	☐	☐
b. Tub, sink, towel racks	☐	☐	☐	☐
c. Toilet, cabinets	☐	☐	☐	☐
d. Plastic and tile surfaces	☐	☐	☐	☐
e. Walls and ceilings	☐	☐	☐	☐
f. Floor coverings, window coverings	☐	☐	☐	☐
g. Other: _____	☐	☐	☐	☐

	Arrival		Departure	
4. Bedrooms	*Good*	*Bad**	*Good*	*Bad**
a. Walls and ceiling	☐	☐	☐	☐
b. Carpet, rug, floor, window coverings	☐	☐	☐	☐
c. Closets, door tracks	☐	☐	☐	☐
d. Electric fixtures, lamps	☐	☐	☐	☐
e. Beds, mattresses, covers	☐	☐	☐	☐
f. Desks, chairs, dressers, tables	☐	☐	☐	☐
g. Other: _____	☐	☐	☐	☐
5. Hallways within Unit				
a. Walls and ceiling	☐	☐	☐	☐
b. Floor coverings	☐	☐	☐	☐
c. Closets, shelves, railings	☐	☐	☐	☐
d. Electric fixtures	☐	☐	☐	☐
e. Furniture	☐	☐	☐	☐
f. Other: _____	☐	☐	☐	☐
6. Other Areas and Fixtures				
a. Doors, windows, screens	☐	☐	☐	☐
b. Door locks, window locks	☐	☐	☐	☐
c. Heating, air conditioning	☐	☐	☐	☐
d. Smoke alarm	☐	☐	☐	☐
e. Other: _____	☐	☐	☐	☐
7. Condition of Exterior	☐	☐	☐	☐
a. Other:	☐	☐	☐	☐

Damages

Number	Letter	Description of damage. Indicate number of items if applicable, location and nature of soil, damage, marks, etc. Use other pages if necessary.

General Comments

Tenant filing inventory	Signature of tenant	Rental unit address and/or number	Key number
Landlord or manager	Signature of landlord or manager	Address	Date

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