

**PERSONALIZED MANAGEMENT SERVICES
TENANT CHECK-IN / CHECK-OUT SHEET**

Date of inspection by tenants:	
Name(s) of Tenant(s):	
Building Address:	
Unit # :	
<i>Date due back to Property Manager:</i>	

Tenant(s),

Attached is the Check-In /Check-Out Form mentioned in your lease. Please detail any and all information about any damages that may have occurred before you took possession of the unit.

You may attach additional sheets if you require more space for details or explanations.

It is in your best interest to be very detailed, so that during your check-out, you will not be held responsible for existing damages. As indicated in the lease, this form is to be returned to **Personalized Management Services** no later than seven (7) days after you receive this form. We will not accept Tenant Check-In /Check-Out Form after this deadline and you will be held accountable for *all* damages.

Personalized Management Services

NOTE: THIS CHECK-IN / CHECK-OUT FORM IS NOT TO BE USED AS A REQUEST FORM TO HAVE MAINTENANCE DONE ON YOUR UNIT . PLEASE CONTACT PERSONALIZED MANAGEMENT SERVICES DIRECTLY TO HAVE YOUR MAINTENANCE REQUESTS HANDLED.

**PERSONALIZED MANAGEMENT SERVICES
TENANT CHECK-IN / CHECK-OUT SHEET**

	Move In (tenant use only)	Move Out (Manager use only)
Entry Door		
Outside		
Inside		
Carpet / Flooring		
Living Room		
Carpet / Flooring		
Closet Door Outside & Inside		
Closet Walls		
Heat Registers		
Ceiling		
Light Fixture		
Walls North		
South		
East		
West		
Air Conditioner		
Window Blinds & Tracks		
Screens		
Kitchen		
Carpet / Flooring		
Light Fixture		
Window Blinds & Tracks		
Screens		
Heat Registers		
Fire Extinguisher		
Ceiling		
Walls North		
South		
East		

**PERSONALIZED MANAGEMENT SERVICES
TENANT CHECK-IN / CHECK-OUT SHEET**

	Move In (tenant use only)	Move Out (Manager use only)
West		
Refrigerator		
Outside Surface Area		
Interior Area		
Freezer		
Ice Trays		
Range		
Surface Areas		
Burners		
Drip Pans		
Oven & Racks		
Range Drawer		
Exhaust Fan/light		
Sink		
Disposal		
Dishwasher		
Countertops		
Wall Cabinets		
Base Cabinets / Drawers		
Hallway		
Carpet / Flooring		
Light Fixture		
Smoke Alarm		
Walls North		
South		
East		
West		
Broom Closet Door Outside & Inside		
Walls		

**PERSONALIZED MANAGEMENT SERVICES
TENANT CHECK-IN / CHECK-OUT SHEET**

	Move In (tenant use only)	Move Out (Manager use only)
Linen Closet Door Outside & Inside		
Walls		
Bathroom #1 (note location)		
Door Outside I Inside		
Carpet / Flooring		
Ceiling		
Heat Registers		
Light Fixture		
Walls North		
South		
East		
West		
Bathtub / Shower		
Shower Door		
Tile		
Toilet Tank & Base		
Seat		
Sink		
Vanity / Cabinets		
Window Blinds & Tracks		
Screens		
Mirror & Medicine Cabinet		
Towel Bars		
Bathroom #2 (note location)		
Door Outside & Inside		
Carpet / Flooring		
Ceiling		
Heat Registers		
Light Fixtures		

**PERSONALIZED MANAGEMENT SERVICES
TENANT CHECK-IN / CHECK-OUT SHEET**

	Move In (tenant use only)	Move Out (Manager use only)
Walls North		
South		
East		
West		
Bathtub / Shower		
Shower Door		
Tile		
Toilet Tank & Base		
Seat		
Sink		
Vanity / Cabinets		
Window Blinds & Tracks		
Screens		
Mirror & Medicine Cabinet		
Towel Bars		
Bedroom #1 (note location)		
Door Outside & Inside		
Carpet / Flooring		
Heat Registers		
Ceiling		
Light Fixtures		
Walls North		
South		
East		
West		
Window Blinds & Tracks		
Screens		
Closet Door Outside & Inside		
Closet Walls		

**PERSONALIZED MANAGEMENT SERVICES
TENANT CHECK-IN / CHECK-OUT SHEET**

	Move In (tenant use only)	Move Out (Manager use only)
Bedroom #2 (note location)		
Door Outside & Inside		
Carpet / Flooring		
Heat Registers		
Ceiling		
Light Fixtures		
Walls North		
South		
East		
West		
Window Blinds & Tracks .		
Screens		
Closet Door Outside & Inside		
Closet Walls		
Bedroom #3 (note location)		
Door Outside & Inside		
Carpet / Flooring		
Heat Registers		
Ceiling		
Light Fixtures		
Walls North		
South		
East		
West		
Window Blinds & Tracks		
Screens		
Closet Door Outside & Inside		
Closet Walls		
Bedroom #4 (note location)		

**PERSONALIZED MANAGEMENT SERVICES
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	Move In (tenant use only)	Move Out (Manager use only)
Door Outside & Inside		
Carpet / Flooring		
Heat Registers		
Ceiling		
Light Fixtures		
Walls North		
South		
East		
West		
Window Blinds & Tracks		
Screens		
Closet Door Outside & Inside		
Closet Walls		
Laundry Facilities		
Washer / Dryer		
Floors / Walls		
Garage or Parking Area		
Garage Door		
Oil Spots		
Exterior		
Lawn		
Front Door		
Screen Door		
Trees & Bushes		
Patio & Deck		
Additional Comments		

Signature of person inspecting: _____

Print name of person inspecting: _____

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