

CHECK-IN SHEET

RESIDENT: _____ **ADDRESS:** _____ **APT.** _____

This apartment has been inspected and was found to be clean, habitable, and free of damage except as noted below. All doors, windows, storms, screens, appliances and plumbing are in good working order except as noted below. The cleaning of windows, screens, shades or blinds are at the option of each tenant and should not be included on this sheet.

KITCHEN

Refrigerator/Freezer _____
Stove/Oven _____
Sink/Faucet/Cabinets _____
Walls/ Ceiling: #Nail Holes _____ #Marks _____ Other _____
Doors/Woodwork/Floors _____
Windows/Screens/Shades _____

BATHROOM

Toilet _____
Sink/Tub/Shower/Curtains _____
Walls/Ceiling: #Nail Holes _____ #Marks _____ Other _____
Doors/Woodwork/Floors _____
Windows/Screens/Shades _____

LIVING ROOM

Walls/Ceiling: #Nail Holes _____ #Marks _____ Other _____
Doors/Woodwork/Floors _____
Windows/Screens/Shades _____
Fireplace/Screen/Grate/Tools _____

HALLWAY

Walls/Ceiling: #Nail Holes _____ #Marks _____ Other _____
Doors/Woodwork/Floors _____

DINING ROOM/STUDY

Walls/Ceiling: #Nail Holes _____ #Marks _____ Other _____
Doors/Woodwork/Floors _____
Windows/Screens/Shades _____

BEDROOM #1

Walls/Ceiling: #Nail Holes _____ #Marks _____ Other _____
Doors/Woodwork/Floors _____
Windows/Screens/Shades _____

BEDROOM #2

Walls/Ceiling: #Nail Holes _____ #Marks _____ Other _____
Doors/Woodwork/Floors _____
Windows/Screens/Shades _____

BEDROOM #3

Walls/Ceiling: #Nail Holes _____ #Marks _____ Other _____
Doors/Woodwork/Floors _____
Windows/Screens/Shades _____

STORAGE LOCKER _____

NUMBER OF KEYS RECEIVED: Apartment Keys _____ Building Keys _____ Mailbox Keys _____

TELEPHONE #'s: (HOME) _____ **(CELL)** _____ **(WORK)** _____

SIGNATURE OF RESIDENTS _____ **DATE** _____

**RETURN WITHIN 5 DAYS OF MOVING INTO YOUR APARTMENT TO;
JSW COMPANIES, 301 NORRIS COURT, MADISON, WI 53703**

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BEDROOM #3

Walls/Ceiling: #Nail Holes _____ #Marks _____ Other _____
Doors/Woodwork/Floors _____
Windows/Screens/Shades _____

STORAGE LOCKER

NUMBER OF KEYS RETURNED: Apartment Keys _____ Building Keys _____ Mailbox Keys _____

FORWARDING ADDRESS: _____

SIGNATURE OF RESIDENTS _____ **DATE** _____

**PRINT AND SUBMIT COMPLETED HARD COPY TO THE LANDLORD AT YOUR SCHEDULED
CHECK-OUT APPOINTMENT.**

JSW COMPANIES, 301 NORRIS COURT, MADISON, WI 53703