

TENANT CHECK-IN INSPECTION FORM

for office use>

APT: _____

APARTMENTS NEAR CAMPUS
 318 1/2 E. BURLINGTON STREET
 IOWA CITY, IOWA 52240
 319-351-7676

apartment address: _____

INTERNET COPY

THIS FORM IS FOR DAMAGES ONLY!

If you need maintenance please call Iowa City Maintenance at 351-6000 and leave a detailed message.
 If you need additional cleaning call Apartments Near Campus at 319-351-7676 within 3 days of start of lease.

Directions:

1. The **FIRST** person to enter the apartment/house must complete the "Check-in" form prior to moving anything in.
2. Please inspect the entire unit for damages and note them in the appropriate area provided.
3. **Sign and date this form.** It is the responsibility of those tenants present to do a complete inspection of the entire unit.
4. **MAKE YOURSELF A COPY BEFORE RETURNING THE COMPLETED FORM TO APARTMENTS NEAR CAMPUS!**
5. This form must be turned into Apartments Near Campus **within 3 DAYS of picking up keys.** No later than August 20th.
6. Failure to return this signed form to the office within the 3-day period is acknowledgement the premises in in acceptable condition.

I/ We have inspected the apartment and acknowledge normal wear and tear exists but is acceptable.

Signature _____ date _____

Signature _____ date _____

Signature _____ date _____

Signature _____ date _____

Signature _____ date _____

Signature _____ date _____

Signature _____ date _____

Signature _____ date _____

Entryway / Hallway Entry door - Door Jamb	
Lights -	Closet(s) -
Walls -	Floor -
Kitchen Fire extinguisher - (missing / discharged)	Lights -
Windows -	Dishwasher -
Closet(s) -	Stove -
Range Hood -	Cabinets -
Sink -	
Refrigerator -	Walls -
Floor -	
Living Room Windows -	
Blinds -	Lights -
Floor -	Walls -

INTERNET COPY

Bathroom #1	Bath door -	Lights -
	INTERNET COPY	
Towel Bar -		Vent fan -
Closet(s) -		Floor -
Walls -		Toilet -
Sink / Vanity-		Tub/shower -
Bathroom #2	Bath door -	Lights -
Towel Bar -		Vent fan -
Closet(s) -		Floor -
Walls -		Toilet -
Sink / Vanity-		Tub/shower -
Bedroom #1	Entry door - Door Jamb	
Walls -		Blinds -
Floor -		Lights -
Windows -		Closet door(s)
Bedroom #2	Entry door - Door Jamb	
Walls -		Blinds -
Floor -		Lights -
Windows -		Closet door(s)
Bedroom #3	Entry door - Door Jamb	
Walls -		Blinds -
Floor -		Lights -
Windows -		Closet door(s)
Bedroom #4	Entry door - Door Jamb	
Walls -		Blinds -
Floor -		Lights -
Windows -		Closet door(s)
Bedroom #5	Entry door - Door Jamb	
Walls -		Blinds -
Floor -		Lights -
Windows -	INTERNET COPY	Closet door(s)