

TENANT CHECK-IN INSPECTION FROMCode/Apt #Apartments Near Campus
318 East Burlington Street319-351-7676
Iowa City, IA 52245**Received by ANC**

Date _____ / _____ / _____ Staff Initials _____

THIS FORM IS FOR DAMAGES ONLY!

Maintenance?call Iowa City Maintenance at 351-6000 !

Additional cleaning?.... call Apartments Near Campus at 351-7676 within 3 DAYS of the START DATE of your LEASE!**INSTRUCTIONS TO FILL OUT THIS FORM:**

1. The **FIRST** person to enter the apartment/house must complete this form **prior to moving anything into apartment!**
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 to the office **within 3 DAYS after picking up keys; after that, it will NOT be accepted!**
6. Failure to return this signed form to the office within the 3-day period acknowledges the premises is in acceptable condition!
7. **All bedrooms are numbered in a clockwise rotation from the entry door**

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

Print: _____ Signature: _____ date _____

Print: _____ Signature: _____ date _____

Print: _____ Signature: _____ date _____

Print: _____ Signature: _____ date _____

Print: _____ Signature: _____ date _____

ADDRESS**APT #****Entryway / Hallway**

Entry door - Door,Jamb,Trim,Hardware

Lights/Switches/Fixtures -

Closet(s) - Doors, Hardware

Walls - Thermostat -

Floor -

Kitchen

Fire extinguisher - (missing / discharged)

Lights/Switches/Fixtures -

Windows/Screens/Blinds-

Dishwasher -

Closet(s) - Doors, Hardware

Stove -

Range Hood -

Cabinets/counters -

Sink -

Refrigerator -

Walls -

Floor -

Living Room

Windows/Screens -

Blinds -

Lights/Switches/Fixtures/AC-

Floor -

Walls -

Bathroom #1	Bath door - Door,Jamb,Trim,Hardware	Lights/Switches/Fixtures -
Towel Bar -		Vent fan -
Closet(s) - Doors, Hardware		Floor -
Walls -		Toilet -
Sink / Vanity-		Tub/shower -
Bathroom #2	Bath door - Door,Jamb,Trim,Hardware	Lights/Switches/Fixtures -
Towel Bar -		Vent fan -
Closet(s) - Doors, Hardware		Floor -
Walls -		Toilet -
Sink / Vanity-		Tub/shower -
Bedroom #1	Entry door - Door,Jamb,Trim,Hardware	
Walls -		Blinds -
Floor -		Lights/Switches/Fixtures -
Windows/Screens -		Closet(s) - Doors, Hardware
Bedroom #2	Entry door -Door,Jamb,Trim,Hardware	
Walls -		Blinds -
Floor -		Lights/Switches/Fixtures -
Windows/Screens -		Closet(s) - Doors, Hardware
Bedroom #3	Entry door - Door,Jamb,Trim,Hardware	
Walls -		Blinds -
Floor -		Lights/Switches/Fixtures -
Windows/Screens -		Closet(s) - Doors, Hardware
Bedroom #4	Entry door - Door,Jamb,Trim,Hardware	
Walls -		Blinds -
Floor -		Lights/Switches/Fixtures -
Windows/Screens -		Closet(s) - Doors, Hardware
Bedroom #5	Entry door - Door,Jamb,Trim,Hardware	
Walls -		Blinds -
Floor -		Lights/Switches/Fixtures -
Windows/Screens -		Closet(s) - Doors, Hardware