**Check-In/Check-Out Form**

This is similar to an overall inspection form. However, it will focus only on items in the rented Apartment. The Caretaker and the Property Manager should use the same form, with signatures indicating the agreed-upon condition of the room. At the end of each term, or minimally year, the form will be updated and reviewed. This will ensure that it is easy to note any changes in the room accordingly and assess any fines or damage bills as may be required.

***Please Print***

Tenant I.D/ PP No.

Other occupants Names

Permanent Address

City State ZIP/ Code

Home Phone Work Phone

Email Address Cell Phone

Unit Unit Lease Signed? Yes No

Damage Deposit Amount for Current Lease KES

**Room Inspection**

Move-In Date: Move-Out Date:

|  |  |  |
| --- | --- | --- |
| **Item** | **Move-In**  **Condition** | **Move-Out**  **Condition** |
| Door(s) & Key(s) |  |  |
| Door Stop |  |  |
| Closet & Door |  |  |
| Light Fixture & Bulb |  |  |
| Switches & Plugs |  |  |
| Carpet/Flooring |  |  |
| Walls |  |  |
| Ceiling |  |  |
| Windows |  |  |
| Screens |  |  |
| Window Coverings |  |  |
| Window Sills |  |  |
| Phone/Internet Jacks |  |  |
| Plumbing Fixtures |  |  |
| Cleanliness |  |  |
| Desk |  |  |
| Laundry |  |  |
| Kitchen |  |  |
| Dining |  |  |
| Living Room |  |  |
| Washrooms |  |  |
| Other |  |  |

**Deposit Calculation**

Past Deposit Balance Carried Forward KES

Remaining Due for Current Lease KES

Additional Charges KES

**Total Balance Due** KES

Deposit Paid in Full? Yes No Date Paid

Total Charged for Damages and Cleaning KES

Amount to Return to or Collect from Tenant KES

Paid Amount in Full? Yes No

Amount has been returned? Yes No

**Move-In**

Property Manager/ Caretaker Date

Tenant Signature Date

**Move-Out**

Property Manager/ Caretaker Date

Tenant Signature Date