

CHECK-IN / CHECK-OUT SHEET	w/Additional Comments
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1 Tenant(s): _____

2 _____

3 Date Moved In: _____ Address: _____ Unit No.: _____

4 Date Moved Out: _____ City, State, Zip: _____

5	ROOM OR AREA	MOVE-IN INSPECTION	MOVE-OUT INSPECTION	Cost to Correct
6	KITCHEN			
7	WALLS/CEILING			
8	STOVE/HOOD			
9	MICROWAVE			
10	REFRIGERATOR			
11	DISHWASHER INSIDE/FUNCTION			
12	SINK & FAUCETS			
13	COUNTER TOPS			
14	CUPBOARDS			
15	MOVE IN COMMENTS:		MOVE OUT COMMENTS:	
16				
17				
18	BATHROOM 1			
19	CABINET/VANITY			
20	TUB/SHOWER TILE/CAULK			
21	SINK/FAUCETS			
22	TOILET			
23	TOWEL BARS			
24	WALLS/CEILINGS			
25	MOVE IN COMMENTS:		MOVE OUT COMMENTS:	
26				
27				
28	BATHROOM 2/HALF			
29	CABINET/VANITY			
30	TUB/SHOWER TILE/CAULK			
31	SINK/FAUCETS			
32	TOILET			
33	TOWEL BARS			
34	WALLS/CEILINGS			
35	MOVE IN COMMENTS:		MOVE OUT COMMENTS:	
36				
37				
38	DINING ROOM			
39	CARPET/FLOOR			
40	WALLS/CEILING			
41	MOVE IN COMMENTS:		MOVE OUT COMMENTS:	
42				
43				
44	LIVING ROOM			
45	FLOOR			
46	WALLS/CEILING			
47	MOVE IN COMMENTS:		MOVE OUT COMMENTS:	
48				
49				

51	ROOM OR AREA	MOVE-IN INSPECTION	MOVE-OUT INSPECTION	Cost to Correct
52	HALLWAY			
53	LINEN CLOSET			
54	WALLS/CEILINGS/ CARPET/FLOOR			
55	MOVE IN COMMENTS:		MOVE OUT COMMENTS:	
56				
57				
58	BEDROOM 1			
59	CARPET/FLOOR			
60	WALLS/CEILING			
61	DOORS & CLOSET			
62	MOVE IN COMMENTS:		MOVE OUT COMMENTS:	
63				
64				
65	BEDROOM 2			
66	CARPET/FLOOR			
67	WALLS/CEILING			
68	DOORS & CLOSET			
69	MOVE IN COMMENTS:		MOVE OUT COMMENTS:	
70				
71				
72	BEDROOM 3			
73	CARPET/FLOOR			
74	WALLS/CEILING			
75	DOORS & CLOSET			
76	MOVE IN COMMENTS:		MOVE OUT COMMENTS:	
77				
78				
79	MISCELLANEOUS			
80	WINDOW COVERINGS			
81	WINDOWS/SCREENS			
82	ALL DOORS			
83	FIXTURES/BULBS			
84	WATER SOFTENER			
85	GARAGE DOOR/OPENERS			
86	HEATING/AC			
87	WASHER/DRYER			
88	STORAGE AREA			
89	MOVE IN COMMENTS:		MOVE OUT COMMENTS:	
90				
91				

92 **COMMENTS (Move In):** _____

COMMENTS (Move Out): _____

93 _____

94 _____

95 _____

96 _____

TOTAL \$

MOVE IN INSPECTION

MOVE OUT INSPECTION

98 Tenant accepts responsibility of rental unit "As Is" with the
99 exceptions listed above.

Inspection results hereby accepted.

100 Tenant _____ Date _____

Tenant _____ Date _____

101 Tenant _____ Date _____

Tenant _____ Date _____

102 Tenant _____ Date _____

Tenant _____ Date _____

103 Tenant _____ Date _____

Tenant _____ Date _____

104 Landlord/Agent _____ Date _____

Landlord/Agent _____ Date _____

105 **When To Use:** Landlord shall give a new residential tenant a check-in sheet. Tenant may use the check-in sheet to make comments, if any, about
106 the condition of the premises, and must return the sheet to landlord within 7 days from the date tenant commences occupancy.

107 Wis. Stat. §704.08