

**STATEMENT OF CONDITION AND SECURITY DEPOSIT RETURN**

**\*\*\* THIS CHECK IN SHEET IS NOT FOR NOTING MAINTENANCE ITEMS\*\*\*PLEASE USE SEPARATE SHEET\*\*\***

PROPERTY \_\_\_\_\_ UNIT NUMBER \_\_\_\_\_

TENANT NAMES \_\_\_\_\_ DATE \_\_\_\_\_

**CONDITION OF UNIT- Please note any and all damages. This sheet will be used when you vacate.**

**LIVING ROOM & DINING ROOM** (If more room is needed, please attach another sheet)

Doors & Hardware \_\_\_\_\_  
Floors & Baseboards \_\_\_\_\_  
Windows, Drapes, Blinds \_\_\_\_\_  
Electrical Fixtures & Light Bulbs \_\_\_\_\_  
Electrical Switches, Outlets \_\_\_\_\_  
Closets \_\_\_\_\_

**KITCHEN**

Doors & Hardware \_\_\_\_\_  
Floors & Baseboards \_\_\_\_\_  
Walls & Ceilings \_\_\_\_\_  
Electrical Fixtures & Light Bulbs \_\_\_\_\_  
Electrical Switches, Outlets \_\_\_\_\_  
Range \_\_\_\_\_  
Refrigerator \_\_\_\_\_  
Sink \_\_\_\_\_  
Cabinets \_\_\_\_\_

**BEDROOM(S)**

Doors & Hardware \_\_\_\_\_  
Floors & Baseboards \_\_\_\_\_  
Walls & Ceilings \_\_\_\_\_  
Electrical Fixtures & Light Bulbs \_\_\_\_\_  
Electrical Switches, Outlets \_\_\_\_\_  
Windows, Drapes, Blinds \_\_\_\_\_  
Closets \_\_\_\_\_

**BATHROOM(S)**

Doors & Hardware \_\_\_\_\_  
Floors & Baseboards \_\_\_\_\_  
Walls & Ceilings \_\_\_\_\_  
Windows, Drapes, Blinds \_\_\_\_\_  
Shower \_\_\_\_\_  
Lavatory & Tub \_\_\_\_\_  
Faucets \_\_\_\_\_  
Toilet \_\_\_\_\_  
Electrical Fixtures & Light Bulbs \_\_\_\_\_  
Electrical Switches, Outlets \_\_\_\_\_

**EXTERIOR**

Patio, Deck \_\_\_\_\_  
Light Fixtures \_\_\_\_\_  
Light Bulbs \_\_\_\_\_  
Screens \_\_\_\_\_

**Comments:** (attach furniture inventory when applicable)

**Hereby acknowledge that the above is an accurate statement of the condition of the unit at the time of my taking occupancy. I further understand that I shall be required to deliver the unit in the same condition at the termination of my tenancy or pay for any costs incurred by the property to restore the unit to its original condition at the time I took possession of the unit, normal wear & tear expected.**

**\*\*\*\*\*Tenant further agrees to check the smoke detector and if not operating properly, agrees to contact BALLARD MANAGEMENT IMMEDIATELY.\*\*\*\*\***

Tenant \_\_\_\_\_  
Tenant \_\_\_\_\_  
Tenant \_\_\_\_\_  
Tenant \_\_\_\_\_

Landlord \_\_\_\_\_  
Dated \_\_\_\_\_  
Please Sign Here