

CHECK-IN FORM

Landlord/Agent Delivery of this Form _____ (Yes or No)
 Address of Residential Rental Unit _____
 Name of Landlord/Agent Providing this Mandatory Form _____ on Date _____

Name(s) of Tenant(s) moving in: _____

Date of move in _____ Deposit Amount \$ _____

Tenant(s) should: request list of damages from prior tenant (by checking box below), complete this form (as must be provided by and filled in by Landlord) by noting any (unitemized) damages or defects in the rental unit in second column, make a copy for own records, and return completed copy to the Landlord/manager. (Tenant(s) must be given ~~at least~~ 7 days after moving in to complete/return.) Wis. Stat. 704.08

I/we request a list of physical damages or defects that were charged to the previous tenant's security deposit. This list shall be provided within 30 days of landlord's receipt of this request, or within seven days after the previous tenant has been notified of the charges of their deposit, whichever occurs later. ATCP 134.06

Tenant Signature(s) _____ Date _____
 _____ Date _____

LANDLORD CHECK-IN FORM

Kitchen	Provided? Y/N	Condition?
Range/Stove		
Hood fan		
Microwave		
Oven		
Dishwasher		
Sink/Faucets		
Disposal		
Refrigerator Exterior		
Refrigerator Components (Ice trays, shelves, etc.)		
Countertops		
Pantry		
Walls/Ceiling		
Woodwork/Trim		
Door(s)		
Window(s)		
Window Coverings		
Light Fixture(s)		
Outlets/Switches		
Flooring/Carpet		
Cabinets/ Built-ins		
Closet(s)		
Other, _____		
Other, _____		

TENANT(S) CHECK-IN FORM

Kitchen	Provided? Y/N	Condition?
Range/Stove		
Hood fan		
Microwave		
Oven		
Dishwasher		
Sink/Faucets		
Disposal		
Refrigerator Exterior		
Refrigerator Components (Ice trays, shelves, etc.)		
Countertops		
Pantry		
Walls/Ceiling		
Woodwork/Trim		
Door(s)		
Window(s)		
Window Coverings		
Light Fixture(s)		
Outlets/Switches		
Flooring/Carpet		
Cabinets/ Built-ins		
Closet(s)		
Other, _____		
Other, _____		

Bedroom 1	Provided? Y/N	Condition?
Walls/Ceiling		
Woodwork/Trim		
Door(s)		
Window(s)		
Window Coverings		
Light Fixture(s)		
Outlets/Switches		
Flooring/Carpet		
Cabinets/ Built-ins		
Closet(s)		
Other, _____		
Other, _____		

Bedroom 1	Provided? Y/N	Condition?
Walls/Ceiling		
Woodwork/Trim		
Door(s)		
Window(s)		
Window Coverings		
Light Fixture(s)		
Outlets/Switches		
Flooring/Carpet		
Cabinets/ Built-ins		
Closet(s)		
Other, _____		
Other, _____		

CHECK-IN FORM

Bedroom 2/Other	Provided? Y/N	Condition?
Walls/Ceiling		
Woodwork/Trim		
Door(s)		
Window(s)		
Window Coverings		
Light Fixture(s)		
Outlets/Switches		
Flooring/Carpet		
Cabinets/ Built-ins		
Closet(s)		
Other,		
Other,		

Bedroom 2/Other	Provided? Y/N	Condition?
Walls/Ceiling		
Woodwork/Trim		
Door(s)		
Window(s)		
Window Coverings		
Light Fixture(s)		
Outlets/Switches		
Flooring/Carpet		
Cabinets/ Built-ins		
Closet(s)		
Other,		
Other,		

Living/Dining Room	Provided? Y/N	Condition?
Walls/Ceiling		
Woodwork/Trim		
Door(s)		
Window(s)		
Window Coverings		
Light Fixture(s)		
Outlets/Switches		
Flooring/Carpet		
Cabinets/ Built-ins		
Closet(s)		
Other,		
Other,		

Living/Dining Room	Provided? Y/N	Condition?
Walls/Ceiling		
Woodwork/Trim		
Door(s)		
Window(s)		
Window Coverings		
Light Fixture(s)		
Outlets/Switches		
Flooring/Carpet		
Cabinets/ Built-ins		
Closet(s)		
Other,		
Other,		

Other Room	Provided? Y/N	Condition?
Walls/Ceiling		
Woodwork/Trim		
Door(s)		
Window(s)		
Window Coverings		
Light Fixture(s)		
Outlets/Switches		
Flooring/Carpet		
Cabinets/Built-ins		
Closet(s)		
Other,		
Other,		

Other Room	Provided? Y/N	Condition?
Walls/Ceiling		
Woodwork/Trim		
Door(s)		
Window(s)		
Window Coverings		
Light Fixture(s)		
Outlets/Switches		
Flooring/Carpet		
Cabinets/Built-ins		
Closet(s)		
Other,		
Other,		

Miscellaneous	Provided? Y/N	Condition?
Hall		
Entry		
Stairs		
Other,		
Other,		

Miscellaneous	Provided? Y/N	Condition?
Hall		
Entry		
Stairs		
Other,		
Other,		

Bathroom	Provided? Y/N	Condition?
Walls/Ceiling		
Woodwork/Trim		
Exhaust Fan		
Window(s)/ Door(s)		
Window Coverings		
Light Fixture(s)		
Outlets/Switches		
Flooring/Carpet		
Cabinets/ Built-ins		
Countertops/tile		
Closet(s)		
Toilet/Caulk		
Tub/Shower		
Sinks/Faucets		
Towel Racks		

Bathroom	Provided? Y/N	Condition?
Walls/Ceiling		
Woodwork/Trim		
Exhaust Fan		
Window(s)/ Door(s)		
Window Coverings		
Light Fixture(s)		
Outlets/Switches		
Flooring/Carpet		
Cabinets/ Built-ins		
Countertops/tile		
Closet(s)		
Toilet/Caulk		
Tub/Shower		
Sinks/Faucets		
Towel Racks		