

# Check-out Form

## Agent's Delivery of Check-out Form

Address of Rental Unit \_\_\_\_\_

Owner/Agent Providing Form \_\_\_\_\_ Date \_\_\_\_\_

### Tenant(s) moving out

Complete and return this form to landlord/manager, keeping a copy for your records. If you would like to schedule a walk-through, contact \_\_\_\_\_ (name) at \_\_\_\_\_ (phone) before \_\_\_\_\_ (date).

Tenant Name(s) \_\_\_\_\_

Forwarding address for return of security deposit: \_\_\_\_\_

Please return the security deposit to:

Tenant Signature(s) _____	Date _____	Amount _____
_____	Date _____	Amount _____
_____	Date _____	Amount _____

Original Deposit Amount \$ \_\_\_\_\_ Rent Credit Due \$ \_\_\_\_\_

Explanation for any rent credit deemed not due: \_\_\_\_\_

<b>Kitchen</b>	Provided? Yes/No	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	_____	_____

<b>Dining Room</b>	Provided? Yes/No	Condition?
Walls/Ceiling	_____	_____
Woodwork/Trim	_____	_____
Door(s)	_____	_____
Window(s)	_____	_____
Window Coverings	_____	_____
Light Fixture(s)	_____	_____
Outlets/Switches	_____	_____
Flooring/Carpet	_____	_____
Cabinets/built-ins	_____	_____
Closet(s)	_____	_____
Other	_____	_____

<b>Living Room</b>	Provided? Yes/No	Condition?
Walls/Ceiling	_____	_____
Woodwork/Trim	_____	_____
Door(s)	_____	_____
Window(s)	_____	_____
Window Coverings	_____	_____
Light Fixture(s)	_____	_____
Outlets/Switches	_____	_____
Flooring/Carpet	_____	_____
Cabinets/built-ins	_____	_____
Closet(s)	_____	_____
Other	_____	_____

<b>Hall, Closet(s)</b>	Condition?
Describe _____	_____
_____	_____
_____	_____

<b>Entry, Stairs</b>	Condition?
Describe _____	_____
_____	_____
_____	_____

