

CHECK IN/CHECK OUT SHEET

1 Tenant(s): \_\_\_\_\_  
2 \_\_\_\_\_  
3 Date Moved In: \_\_\_\_\_ Address: \_\_\_\_\_ Unit No.: \_\_\_\_\_  
4 Date Moved Out: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

ROOM OR AREA	MOVE-IN INSPECTION	MOVE-OUT INSPECTION	COST TO CORRECT
KITCHEN			
Walls/Ceiling			
Stove-Outside			
Burners			
Burner Reflectors			
Timer-Controls			
Oven			
Racks			
Broiler Pan			
Light			
Function			
HOOD			
Fan-Light			
Filter			
Outside			
REFRIGERATOR			
Outside			
Inside (all parts)			
Vacuum, Coil-motor			
Clean Floor Under			
Light			
Function			
DISHWASHER			
Outside-controls			
Inside (all parts)			
Function			
SINK			
Counter Tops			
Faucets			
Enamel			
CUPBOARDS			
Shelves			
Drawers			
Under Sink			
BATHROOM			
Cabinet & Vanity			
Water Closet/Seat			
Ceramic Tile/Caulk			
Towel Bars			
Faucets			
Walls/Ceilings			
BATHROOM – HALF			
Cabinet & Vanity			
Water Closet/Seat			
Ceramic Tile/Caulk			
Towel Bars			
Faucets			
Walls/Ceilings			

ROOM OR AREA	MOVE-IN INSPECTION	MOVE-OUT INSPECTION	COST TO CORRECT
DINING ROOM			
Fixture & Bulbs			
Floor			
Walls/Ceiling			
LIVINGROOM			
Floor			
Walls/Ceiling			
BEDROOM 1			
Carpet			
Walls/Ceiling			
Doors			
BEDROOM 2			
Carpet			
Walls/Ceiling			
Doors			
BEDROOM 3			
Carpet			
Walls/Ceiling			
Doors			
HALLWAY			
Linen Closet			
Walls/Ceilings			
CARPET			
Living Room			
Dining Room			
Hallway			
Entry			
Stairway			
Other			
MISCELLANEOUS			
Drapes/Rods			
Windows			
Plumbing Leaks			
Linoleum			
Light Bulbs			
Water Softener			
Door Keys			
Garage Keys			
Garage Door Openers			
Mail Box Keys			
Basement Keys			
Floor/Carpet			
Closet Doors			
Air Conditioning			
Patio Door			
Patio Screen			
TV Antenna			

55 COMMENTS (Move-In): \_\_\_\_\_  
56 \_\_\_\_\_  
57 \_\_\_\_\_  
58 \_\_\_\_\_  
59 \_\_\_\_\_

COMMENTS (Move-Out): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Total \$ \_\_\_\_\_

60 MOVE IN INSPECTION

61 Tenant accepts responsibility of rental unit “As Is” with the

62 exceptions listed above.

63 Tenant \_\_\_\_\_ Date \_\_\_\_\_

64 Tenant \_\_\_\_\_ Date \_\_\_\_\_

65 Tenant \_\_\_\_\_ Date \_\_\_\_\_

66 Tenant \_\_\_\_\_ Date \_\_\_\_\_

67 Landlord/Agent \_\_\_\_\_ Date \_\_\_\_\_

MOVE OUT INSPECTION

Inspection results hereby accepted.

Tenant \_\_\_\_\_ Date \_\_\_\_\_

Tenant \_\_\_\_\_ Date \_\_\_\_\_

Tenant \_\_\_\_\_ Date \_\_\_\_\_

Tenant \_\_\_\_\_ Date \_\_\_\_\_

Landlord/Agent \_\_\_\_\_ Date \_\_\_\_\_

68 **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 the condition

69 of the premises, and must return the sheet to landlord within 7 days from the date tenant commences occupancy.

70 Wis. Stat. § 704.08