

# CONDITION OF PROPERTY

APARTMENT \_\_\_\_\_

DATE PICKED UP KEYS \_\_\_\_\_

MUST BE AT K&L OFFICE WITH IN 3 DAYS

Your apartment was taken as is, we are providing this form to inform us of any unclean or damages.

This checklist will be used upon vacating to determine if any charges will be assessed against your security deposit

	<b>Condition of Clean</b>		COMMENTS
	CHECK ONE ONLY		
	satisfactory	request re-do	
windows, sills and patio doors			
mini blinds, vertical blinds, sheers			
baseboards, heater vents			
ceiling fans, fixtures			
carpets vacuumed and clean			
burns, stains or tears in carpet			
bathroom carpet or flooring			
tub & surround, shower door			
bathroom sink, vanity top & inside			
medicine cabinet			
toilet, seat and base			
2nd bathroom			
dining room			
stove top, sides, oven			
exhaust fan over stove			
refrigerator, sides			
kitchen sink, counter			
cabinets & drawers inside + out			
kitchen carpet or flooring			
walls			
basement, porch, entry, halls			
Furnishings			

If you have checked any areas for re-do K&L will send the cleaning company in to re clean.

If you do not give permission for the cleaning company to enter, you must give your phone number and they will contact you for entry. **RE CLEAN MUST BE WITHIN 3 DAYS OF REPORT.**

( ) yes they have permission to enter ( ) NO permission without appointment

\*LOCKS ARE NOT TO BE REKEYED, CHANGED OR ADDITIONAL LOCKS ATTACHED.

\*PADDLE FANS + CURTAIN RODS INSTALLED BECOME PROPERTY OF THE LANDLORD.

\*TENANT UNDERSTANDS RESPONSIBILITY FOR DAMAGES + WILL MAKE FULL PAYMENT FOR DAMAGES ON LANDLORD'S DEMAND.

\*ANY DAMAGES TO PAINT, ETC. DUE TO SMOKING OR CANDLE BURNING COULD RESULT IN TENANT BEING CHARGED FOR RE-PAINTING

\*NO PETS ALLOWED

tenant signature \_\_\_\_\_ date \_\_\_\_\_ new phone number \_\_\_\_\_

RECEIVED IN OFFICE BY:

DATE