Apartment/Date	Checked	Notes
Entry Area		
Light Fixture/Bulbs		
Door/Hardware		
Entry Closet		
Ceiling/Walls/Paint		
Kitchen	Checked	Notes
Carpet and Flooring		
Walls and Ceiling		
Light fixtures and bulbs		
Electrical outlets/Switches		
Sinks		
Cabinets		
Counter Tops		
Garbage disposal		
Oven Stove		
Fan		
Refrigerator		
Fire Extinguisher		
Door/Hardware		
Paint		
Dining Area	Checked	Notes
Carpet and Flooring		
Walls and Ceiling		
Light fixtures and bulbs		
Electrical outlets/Switches		
Registers		
Paint		
Thermostat		
Living Room	Checked	Notes
Sliding door and casing		
Window		
Window casing		
Blinds		
Dillius		

Screens and Storms		
Carpet and Flooring		
Walls and Ceiling		
Light fixtures and bulbs		
Electrical outlets/Switches		
Door/Hardware		
Paint		
Registers		
Registers		
Dodroom Dight	Chaskad	Notes
Bedroom Right	Checked	Notes
Doors/ Door Casing/Hardware		
Window		
Window casing		
Blinds		
Screens and Storms		
Carpet and Flooring		
Walls and Ceiling		
Light fixtures and bulbs		
Electrical outlets/Switches		
Closet/Door/Hardware		
Paint		
Registers		
Bedroom Left	Checked	Notes
Doors/ Door Casing/Hardware		
Window		
Window casing		
Blinds		
Screens and Storms		
Carpet and Flooring		
Walls and Ceiling		
Light fixtures and bulbs	1	
LEIGHT HALMITO DING MUNCO		
Electrical outlets/Switches		
Electrical outlets/Switches Closet/Door/Hardware		
Electrical outlets/Switches Closet/Door/Hardware Paint		
Electrical outlets/Switches Closet/Door/Hardware		
Electrical outlets/Switches Closet/Door/Hardware Paint Registers	Chackad	Notos
Electrical outlets/Switches Closet/Door/Hardware Paint Registers  Bathroom	Checked	Notes
Electrical outlets/Switches Closet/Door/Hardware Paint Registers  Bathroom Doors/Door Casing/Hardware	Checked	Notes
Electrical outlets/Switches Closet/Door/Hardware Paint Registers  Bathroom Doors/Door Casing/Hardware Carpet and Flooring	Checked	Notes
Electrical outlets/Switches Closet/Door/Hardware Paint Registers  Bathroom Doors/Door Casing/Hardware Carpet and Flooring Walls and Ceiling	Checked	Notes
Electrical outlets/Switches Closet/Door/Hardware Paint Registers  Bathroom Doors/Door Casing/Hardware Carpet and Flooring Walls and Ceiling Light fixtures and bulbs	Checked	Notes
Electrical outlets/Switches Closet/Door/Hardware Paint Registers  Bathroom Doors/Door Casing/Hardware Carpet and Flooring Walls and Ceiling	Checked	Notes

Cabinets		
Counter Tops		
Tub		
Toilet		
Towel holder		
Mirror		
Fan		
Paint		
Registers		
Hallway	Checked	Notes
Hallway Smoke Detector	Checked	Notes
•	Checked	Notes
Smoke Detector	Checked	Notes
Smoke Detector Closet/Door/Hardware	Checked	Notes
Smoke Detector Closet/Door/Hardware	Checked	Notes

Inspected by: \_\_\_\_\_\_ Date: \_\_\_\_\_

Inspected by: \_\_\_\_\_\_ Date: \_\_\_\_\_

## Office use:

- 1) Call Maintenance for walk through. Complete report. (Apartment Office)

- 1) Call Maintenance for walk through. Complete report. (Apartment Office)
  2) Copy of report to Campus Services (Apartment Office)
  3) Work order for Maintenance (Campus Services)
  4) Call for paint if applicable (Apartment Office)
  5) Notify Campus Services when painting is complete (Apartment Office)
  5) Work order for cleaning after paint (Campus Services)
  6) Campus Services notifies Apartment Office when apartment is ready for rent.