

Maintenance— Who Is Responsible for What?

Lesson 8

Sunrise Apartments

Rental Condition Checklist

This sheet is intended to be used both as a way to record the condition of the apartment when you move in and as a way to compare the move-in condition with the condition when you move out. This means that you should complete the move-in checklist carefully and be sure that both you and the landlord, or a witness who will not be living with you, sign the checklist. In the “Comment” column, describe any problems you find. Use a separate sheet of paper if you need it to describe the situation.

Remember, you may be charged for correcting problems that aren’t noted on the check-in sheet. Photos may be helpful, particularly if they are dated. Keep the completed checklist with other important papers about your apartment so you will have it when you move out. If the landlord promises repairs, ask that the promise be put in writing and signed with an estimated completion date.

Address:

Move-in Date:

Move-out Date:

ITEM	IN		OUT		
	O.K.	Dirty/ damaged	O.K.	Dirty/ damaged	COMMENTS
Living Room/Dining Room					
Floor					
Walls and Ceiling					
Doors and locks					
Woodwork					
Windows / Screens					
Curtains / Blinds					
Closets					
Light Fixtures					
Electrical Outlets and Switches					
Other:					
Kitchen	O.K.	Dirty/ damaged	O.K.	Dirty/ damaged	COMMENTS
Floor					
Walls and Ceiling					
Doors and Locks					
Woodwork					
Windows / Screens					
Curtains / Blinds					

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	O.K.	Dirty/ damaged	O.K.	Dirty/ damaged	COMMENTS
Kitchen (continued)					
Pantry					
Light Fixtures					
Electrical Outlets and Switches					
Range Hood and Top					
Oven					
Refrigerator					
Counter Tops					
Cabinets					
Sink and Disposal					
Faucets and Drains					
Other:					
Bedroom 1 (describe location)	O.K.	Dirty/ damaged	O.K.	Dirty/ damaged	COMMENTS
Floor					
Walls and Ceiling					
Doors and Locks					
Woodwork					
Windows / Screens					
Curtains / Blinds					
Closets					
Light Fixtures					
Electrical Outlets and Switches					
Other:					
Bedroom 2 (describe location)	O.K.	Dirty/ damaged	O.K.	Dirty/ damaged	COMMENTS
Floor					
Walls and Ceiling					
Doors and Locks					
Woodwork					
Windows / Screens					

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	O.K.	Dirty/ damaged	O.K.	Dirty/ damaged	COMMENTS
Bedroom 2 (continued)					
Curtains / Blinds					
Closets					
Light Fixtures					
Electrical Outlets and Switches					
Other:					
Bathroom	O.K.	Dirty/ damaged	O.K.	Dirty/ damaged	COMMENTS
Floor					
Walls and Ceilings					
Doors and Locks					
Woodwork					
Windows / Screens					
Curtains / Blinds					
Closets					
Light Fixtures					
Electrical Outlets and Switches					
Vanity or Sink					
Mirror					
Toilet and Seat					
Tub or Shower					
Shower Curtain					
Faucets and Drains					
Towel Racks					
Medicine Cabinet					
Other:					
Other Interior Areas (Halls, Stairways, etc.) Location:	O.K.	Dirty/ damaged	O.K.	Dirty/ damaged	COMMENTS
Floor					
Walls and Ceiling					

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	O.K.	Dirty/ damaged	O.K.	Dirty/ damaged	
Other Interior Areas (continued)					
Doors and Locks					
Woodwork					
Windows / Screens					
Curtains / Blinds					
Closets					
Light Fixtures					
Electrical Outlets and Switches					
Other:					
Exterior Areas (Only areas for which you're responsible) Location:	O.K.	Dirty/ damaged	O.K.	Dirty/ damaged	COMMENTS
Yard					
Fences					
Garage					
Walks					
Driveway					
Other:					
Miscellaneous					
Outside Door Locks and Keys					
Mailbox and Keys					
Thermostat					
Intercom					
Water Heater					
Furnace					

 Tenant Signature

 Date

 Landlord Signature

 Date

 Witness Signature

 Date

**Communicating with Your
Landlord and Neighbors****Lesson 10****Sample Letter Requesting a Repair**

January 7, 2014 (today's date)

Jane Smith
Sunrise Apartments
1111 Eastview Blvd.
Somewhere, WI 55555

(This should be the full name and address listed in your rental agreement for the person to whom you are supposed to report the need for repairs.)

Dear Miss Smith:

We first contacted your secretary, Jim Jones, on January 4, 2007 about the lack of hot water in our apartment. We initially noticed the problem that morning when we were showering. Mr. Jones said he would have someone look into it on that day, January 4.

We called again on January 5, and Mr. Jones said that the maintenance person had been busy, but he was sure that he would be there that day.

It is now several days later and we still do not have any hot water. I am not able to clean the apartment effectively without hot water and my kids are complaining about having to take showers with cold water. (Be specific about the repair, when you first noticed the problem, what you have done to fix it, and prior contacts requesting repairs.)

Please call me with a firm date on which you expect to have the repair made. If I do not hear from you by January 12, I will contact the building inspections department. (Do not make threats unless you know that you can legally carry them out and have specific actions in mind. For example, do not threaten to withhold rent unless you have checked with an attorney or an agency that counsels renters.)

Sincerely,

Jill Nelson
Apartment 201, Sunrise Circle
Somewhere, WI 55555
Tel. 234-5678