

Tenant Name (s) _____ Apartment # _____

Date of Move-In _____ Date and Time of Move-out _____

As resident(s), you will be expected to care for your apartment and its furnishings. You will be held accountable for cleaning the apartment as well as for damages and/or shortages in your apartment during your occupancy. Please examine your apartment and its furnishings carefully upon moving in and note any existing conditions on this form before returning it to the Dinnaken Properties Management Office. **Failure to return this form within 7 days of move-in means you accept the apartment as-is without comment.** Damages that are not noted at move-in or that have been repaired after move-in, will be charged to Tenant at move-out at the rates listed on the reverse side of this form. Non-repairable damages caused by Tenant/s' reckless behavior will be billed at Landlord's actual replacement costs. Failure to clean at move-out will be charged as noted.

- Full cost of repainting is charged when needed to cover graffiti or other unapproved changes, e.g., paint color, smoke damage, to walls or ceilings.
- Any damage to sprinkler heads can also cause water damage – **PLEASE DO NOT** hang anything from, hit, or attempt to screen sprinkler heads or additional charges will apply.
- **Dinnaken Properties reserves the right to apply additional charges based on issues discovered by, or unable to be corrected during, professional cleaning and repair services.**
- When it's time to move out, remember to check Dinnaken.com for a list of things to do to avoid cleaning charges.

Please make brief comments regarding any damages or shortages that you find in the following areas.	Office Use only
LIVING ROOM (Windows, screens, blinds, carpet, baseboards, walls, ceiling, outlets/covers, furniture)	
Move-In	
KITCHEN (Walls, ceiling, floor, countertops, cupboards, outlets/covers, lights, sink, appliances)	
Move-In	
BEDROOMS (Windows, screens, blinds, outlets/covers, lights, beds, mattresses, closets, furniture)	
Move-In	
BATHROOM(S) (outlets/covers, lights, vanity, sink, fixtures, towel bars, toilet, shower, door, tile)	
Move-In	
HALLWAYS/CLOSETS/FRONT ENTRANCE (Walls, ceiling, lights, outlets/covers, carpet, baseboards, doors, shelving, door frame, peephole, apartment # plate, locks and latch).	
Move-In	
OTHER	
Move-In	

When you are moving in, if any issue is urgent, please complete a work order at Dinnaken.com and make note on this form.

Tenant Signature at move-in: _____ Date: _____

Cleaning Inspections & Notes for Roommate Change Apartments

1st Inspection	By: _____	Date: / /
2nd Inspection	By: _____	Date: / /
3rd Inspection	By: _____	Date: / /

Cost to address each item, e.g., one window blind, one cover plate, etc.	Cleaning Cost	Repair Cost	Replacement Cost	FINAL INSPECTION	
				Landlord notes at move-out inspection on: _____ / _____ / 20____ (Unit# _____)(DKNRep _____)	

Cost to address each item, e.g., one window blind, one cover plate, etc.	Cleaning Cost	Repair Cost	Replacement Cost		
Windows					
Glass	n/a	\$25	TBD		
Screens	n/a	\$25	\$75		
Blinds	n/a	\$25	\$75		
Window Sill	\$10	\$50	TBD		
Floors					
Tile – bathroom	\$100	\$25/tile	TBD		
Vinyl – kitchen	\$100	\$25/tear	TBD		
Carpet -	\$25/rm- \$100/ap t.	\$25/stain	TBD		
Electrical					
Light fixture	n/a	\$50	\$150		
Light Switch	n/a	\$25	\$50		
Outlet Cover/s	n/a	n/a	\$10		
Appliances					
Refrig. (<i>plugged in+on</i>)	\$50	\$50	\$400		
Stove/Oven	\$100	\$50	\$500		
Dishwasher	n/a	\$50	\$300		
Microwave (countertop)	\$25	\$50	\$75		
Microwave (built-in)	\$25	\$50	\$450		
Plumbing					
Sink (basin)	\$10	\$25	\$TBD		
Faucet	\$10	\$25	\$50		
Toilet	\$50	\$50	TBD		
Shower/Tub	\$100	\$150	TBD		
Cabinets					
Countertops	\$10	n/a	TBD		
Drawers	\$25	\$25	\$50		
Cabinets	\$25	\$25	TBD		
Shelves	n/a	\$25	\$50		
Furniture					
Mattress	n/a	n/a	\$150		
Desk	\$10	\$50	\$200		
Wardrobe/nightstand	\$10	\$50	\$300		
Tables	\$10	\$50	\$200		
Furniture (upholstery)	TBD	\$50	\$150		
OTHER					
Walls	n/a	\$25 (patch)	TBD		
Ceilings	n/a	\$25 (patch)	TBD		
Front Entry+Rm Doors	n/a	\$25	TBD		
Closet Doors	n/a	\$25	TBD		
Locks & Latch	n/a	\$50	\$100		
Baseboards Dusted	\$10	\$25	\$50		
Closet bar	n/a	\$10	\$20		
Towel Bar	n/a	\$10	\$20		
Mirrors	\$10	n/a	\$425		
Door Frame	n/a	\$10	\$50		
Peephole	n/a	\$10	\$25		
Apartment # plate	n/a	\$10	\$25		
Sprinkler Head/s	n/a	\$100	TBD		
Garage Door Opener	n/a	n/a	\$100		
Apartment Entry Key	n/a	n/a	\$100		
Building Entry Fob	n/a	n/a	\$50		
Mail Box Key	n/a	n/a	\$2		
Recycling Bin	n/a	n/a	\$10		
Other:	TBD	TBD	TBD		
Other:	TBD	TBD	TBD		

Additional notes at final move-out					

Dinnaken Properties will do a final inspection after all tenants have vacated the apartment. Within 21 days of the official check out date, security deposit refund checks will be sent to each tenant at the forwarding address supplied to Landlord. Landlord will include with the check an explanation of any deductions or credits. Tenant must send a written appeal to Landlord within two weeks if Tenant disagrees with charges. If there are charges or additional money owed, tenants agree to pay the amount owed to Dinnaken Properties by the deadline given in the letter.

Tenant Signature at Move-out: _____ Date: _____