



# American Realty

Property Management

105 N KENDALL AVE, KALAMAZOO MI

(269) 312-5152

KOURTNEYB@AMERICAN-REALTY.COM

\_\_\_\_\_ (Unit)

Tenant Name (Print) \_\_\_\_\_

Tenant Name (Print) \_\_\_\_\_

Tenant Name (Print) \_\_\_\_\_

Tenant Name (Print) \_\_\_\_\_

**Bathroom Numbering:** The main level is bathroom 1. If you proceed to go upstairs and place your hand on the **left wall** and follow that around the entire upstairs that is bathroom 2, bathroom 3, etc.. Half bathrooms (just a toilet and sink or just a shower) have their own section on the unit condition form.

Instructions: Tenants complete this checklist within seven (7) days of moving in. Tenant and Landlord review Unit Condition Form and agree on the condition of the property by both signing this form. Landlord will use this Unit Condition Form during the pre-move out inspection and again when determining if any of the Tenant's security deposit will be retained for cleaning or repairs after move-out. A box left blank will assume brand new condition. Upon moving out: You must respond to this notice by mail within seven days after receipt of same, otherwise you will forfeit the amount claimed for damages.

**Common area damages will be split evenly amongst all tenants unless specifically agreed upon arrangements have been made and agreed upon prior to move out. These arrangements will need to be in writing and be signed by both the Landlord and Tenants involved with the dispute. NO EXCEPTIONS.**

**To be filled out by Tenants**

**To be filled out by Management**

Condition on Arrival

Condition on Departure

Amount Subtracted  
from Deposit for  
Damage

Date of Inspection

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

| <b>Living Room</b>                |  |  |  |
|-----------------------------------|--|--|--|
| Floor and Floor Coverings         |  |  |  |
| Walls & Ceilings                  |  |  |  |
| Windows & Screens                 |  |  |  |
| Window Coverings (Blinds)         |  |  |  |
| Closet, Including door and tracks |  |  |  |
| Lighting Fixture                  |  |  |  |
| Smoke Detector                    |  |  |  |
| Door & Lock                       |  |  |  |
| Other -                           |  |  |  |
| <b>Kitchen</b>                    |  |  |  |
| Floor and Floor Coverings         |  |  |  |
| Walls & Ceilings                  |  |  |  |
| Fire Extinguisher                 |  |  |  |
| Lighting Fixture                  |  |  |  |
| Stove/Oven/ Range Hood            |  |  |  |
| Refrigerator                      |  |  |  |
| Dishwasher                        |  |  |  |
| Cabinets                          |  |  |  |
| Counters                          |  |  |  |
| Sink/Plumbing                     |  |  |  |
| Door & Lock                       |  |  |  |
| Other -                           |  |  |  |
| <b>Bathroom One (1)</b>           |  |  |  |
| Floor and Floor Coverings         |  |  |  |
| Walls & Ceilings                  |  |  |  |
| Windows & Screens                 |  |  |  |
| Window Coverings (Blinds)         |  |  |  |
| Sink/Plumbing                     |  |  |  |
| Toilet                            |  |  |  |

|                  |  |  |  |
|------------------|--|--|--|
| Shower / Tub     |  |  |  |
| Lighting Fixture |  |  |  |
| Door & Lock      |  |  |  |
| Other -          |  |  |  |

|                           |  |  |  |
|---------------------------|--|--|--|
| <b>Bathroom Two (2)</b>   |  |  |  |
| Floor and Floor Coverings |  |  |  |
| Walls & Ceilings          |  |  |  |
| Windows & Screens         |  |  |  |
| Window Coverings (Blinds) |  |  |  |
| Sink/Plumbing             |  |  |  |
| Toilet                    |  |  |  |
| Shower / Tub              |  |  |  |
| Lighting Fixture          |  |  |  |
| Door & Lock               |  |  |  |
| Other -                   |  |  |  |

|                           |  |  |  |
|---------------------------|--|--|--|
| <b>Bathroom Three (3)</b> |  |  |  |
| Floor and Floor Coverings |  |  |  |
| Walls & Ceilings          |  |  |  |
| Windows & Screens         |  |  |  |
| Window Coverings (Blinds) |  |  |  |
| Sink/Plumbing             |  |  |  |
| Toilet                    |  |  |  |
| Shower / Tub              |  |  |  |
| Lighting Fixture          |  |  |  |
| Door & Lock               |  |  |  |
| Other -                   |  |  |  |

|                      |  |  |  |
|----------------------|--|--|--|
| <b>Miscellaneous</b> |  |  |  |
| Heating System       |  |  |  |
| Air Condition        |  |  |  |
| Hallways             |  |  |  |
| Patio / Deck         |  |  |  |
| Other -              |  |  |  |
| Other -              |  |  |  |
| Other -              |  |  |  |

**Total subtracted from security deposits \$ \_\_\_\_\_**

**Outstanding Water Bill Amount \$ \_\_\_\_\_**

**Number of Tenants \_\_\_\_\_**

**Total subtracted from each individual security deposit \$ \_\_\_\_\_**

**We Tenants have filled this form out to the best of our ability as accurate as possible.**

TENANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TENANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TENANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TENANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

I, Landlord agree to the condition of the unit in which the Tenant is representing upon move in.

LANDLORD SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

I, Landlord have conducted a move out inspection and deducted any necessary charges from the deposit for the repairs needed to this unit.

LANDLORD SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_