



# CHECK IN/CHECK OUT SHEET

**Estey Real Estate  
& Property Management**

www.esteyrealestate.com • 935 First St. Benicia, CA 94510 • Fax: 707.745.0926 • Ph: 707.745.0924

The check in/check out sheet for Rental Agreement dated \_\_\_\_\_ for Tenant (s) \_\_\_\_\_, \_\_\_\_\_  
for property at \_\_\_\_\_, page 1.

Prior to move in, the following maintenance was performed on the Premises:

- |  |   |
|--|---|
| <input type="checkbox"/> Professionally cleaned, including windows | <input type="checkbox"/> Carpets professionally cleaned |
| <input type="checkbox"/> Appliances checked                        | <input type="checkbox"/> Smoke alarm checked & working  |
| <input type="checkbox"/> Filter changed                            | <input type="checkbox"/> Window coverings cleaned       |
| <input type="checkbox"/> Landscape clean-up                        | <input type="checkbox"/> New paint                      |
| <input type="checkbox"/> New carpets                               | <input type="checkbox"/> New window coverings           |
| <input type="checkbox"/> New appliance, type                       | <input type="checkbox"/> Other                          |

<b>CODE</b>	<b>G = good</b>	<b>F = fair</b>	<b>P = poor</b>
-------------	-----------------	-----------------	-----------------

<b>OUTSIDE AREAS</b>	<b>Check In</b>	<b>Check Out</b>
Front yard		
Side yards		
Back yard		
Decks, if applicable		
Drive way		
<b>ENTRY</b>	<b>Check In</b>	<b>Check Out</b>
Floors/walls/ceiling		
Lights/fans		
Doors/closets		
Windows/screens, etc.		
<b>LIVING ROOM</b>	<b>Check In</b>	<b>Check Out</b>
Floors		
Walls/Ceiling		
Lights/Fans		
Doors		
Windows/screens		
Window coverings		
Fireplace		
<b>FAMILY ROOM</b>	<b>Check In</b>	<b>Check Out</b>
Floors		
Walls/Ceiling		
Lights/Fans		
Doors		
Windows/Screens		
Window coverings		
Fireplace		
<b>DINING ROOM AREA</b>	<b>Check In</b>	<b>Check Out</b>
Floors		
Walls/Ceilings		
Lights/Fans		
Doors		
Windows/screens		
Window coverings		
<b>HALLWAY</b>	<b>Check In</b>	<b>Check Out</b>
Floors		
Walls/Ceiling		
Lights		
<b>KITCHEN</b>	<b>Check In</b>	<b>Check Out</b>
Floors		
Walls/Ceilings		
Lights/Fans		
Doors		
Windows/Screens/Drape		
Sink/Faucets		
Dishwasher		
Garbage Disposal		
Stove/Oven/Microwave		
Refrigerator, if applicable		
Countertops		
Cabinets		

The following Tenant initials acknowledge receipt and review of this page: \_\_\_\_\_



# CHECK IN/CHECK OUT SHEET

**Estey Real Estate  
& Property Management**

www.esteyrealestate.com • 935 First St. Benicia, CA 94510 • Fax: 707.745.0926 • Ph: 707.745.0924

PAGE 2: The check in/check out sheet for Rental Agreement dated \_\_\_\_\_ for Tenant (s) \_\_\_\_\_,  
\_\_\_\_\_ for property at \_\_\_\_\_.

<b>KITCHEN</b>	<b>Check In</b>	<b>Check Out</b>
Floors		
Walls/Ceilings		
Lights/Fans		
Doors		
Windows/Screens/Drape		
Sink/Faucets		
Dishwasher		
Garbage Disposal		
Stove/Oven/Microwave		
Refrigerator, if applicable		
Countertops		
Cabinets		
<b>MASTER BEDROOM</b>	<b>Check In</b>	<b>Check Out</b>
Floors		
Walls		
Ceiling		
Lights/Fans		
Doors		
Windows		
Window coverings		
Screens		
Fireplace		
Closets		
<b>BEDROOM 1</b>	<b>Check In</b>	<b>Check Out</b>
Floors		
Walls		
Ceiling		
Lights/Fans		
Doors		
Windows		
Window coverings		
Screens		
Closets		
<b>BEDROOM 2</b>	<b>Check In</b>	<b>Check Out</b>
Floors		
Walls		
Ceiling		
Lights/Fans		
Doors		
Windows		
Window coverings		
Screens		
Closets		
<b>BEDROOM 3 &amp; 4</b>	<b>Check In</b>	<b>Check Out</b>
Floors		
Walls		
Ceiling		
Lights/Fans		
Doors		
Windows		
Window coverings		
Screens		
Closets		

The following Tenant initials acknowledge receipt and review of this page: \_\_\_\_\_



# CHECK IN/CHECK OUT SHEET

**Estey Real Estate  
& Property Management**

www.esteyrealestate.com • 935 First St. Benicia, CA 94510 • Fax: 707.745.0926 • Ph: 707.745.0924

PAGE 3: The check in/check out sheet for Rental Agreement dated \_\_\_\_\_ for Tenant (s) \_\_\_\_\_,  
\_\_\_\_\_ for property at \_\_\_\_\_.

<b>MASTER BATHROOM</b>	<b>Check In</b>	<b>Check Out</b>
Floors		
Walls/Ceilings		
Lights/Fans		
Doors		
Windows/Screens/Curtain		
Sinks/Faucets		
Tub/Shower		
Toilet		
Countertops/Cabinets		
<b>BATHROOM 2</b>	<b>Check In</b>	<b>Check Out</b>
Floors		
Walls/Ceilings		
Lights/Fans		
Doors		
Windows/Screens/Curtain		
Sinks/Faucets		
Tub/Shower		
Toilet		
Countertops/Cabinets		
Floor		
Walls/		
<b>BATHROOM 3</b>	<b>Check In</b>	<b>Check Out</b>
Floors		
Walls/Ceilings		
Lights/Fans		
Doors		
Windows/Screens/Curtain		
Sinks/Faucets		
Tub/Shower		
Toilet		
Countertops/Cabinets		
<b>GARAGE</b>	<b>Check In</b>	<b>Check Out</b>
Floors		
Walls/Ceilings		
Laundry area		
Door to house		
Door to front of garage		
Side garage door		
Garage door/opener		
<b>OTHER</b>	<b>Check In</b>	<b>Check Out</b>

Refrigerator	<input type="checkbox"/> Is not provided by owner	<input type="checkbox"/> Tenant maintains own Refrigerator
Washer	<input type="checkbox"/> Is not provided by owner	<input type="checkbox"/> Tenant maintains own Washer
Dryer	<input type="checkbox"/> Is not provided by owner	<input type="checkbox"/> Tenant maintains own Dryer
Other:		

Tenant: \_\_\_\_\_  
Signature Date

Interpreter: \_\_\_\_\_  
Signature Date

Estey Real Estate, Property Management