Incoming/Outgoing Suite Inspection Report

Bldg & Suite #:	Incoming Inspection Date:	Outgoing Inspection Date:
Tenant Name1 (print)**:**		
Tenant Name2 (print)**:**		
Area	**Incoming Inspection Comments**	**Outgoing Inspection Comments**
Smoke & CO Detectors		
Confirm SD and CO work		
CO Mftg Date		
Smoke Mftg Date		
Patio/Balcony		
Doors		
Locks		
Floor		
Railings, Partition		
Kitchen		
Stove		
Refigerator		
Countertops		
Sink, Fixtures		
Other Appliance1		
Other Appliance2		
Plumbing		
Vent		
Other1		
Other2		
Ceiling Fan		
Walls, Ceiling		
Lighting Fixtures		
Switches, Outlets		
Floor & Floor Covering		
Baseboard, Radiator		
Windows, Screens		
Drapes, Tracks		
Cupboards, Closets		
Bathroom		
Sink, Fixtures		
Showerhead		
Bathtub		
Toilet Bowl		
Tiles		
Plumbing		
Soap, Towel Holders		
Mirror		
Vent		
Other1		
Other2		
Door, Handles, Lock		
Walls, Ceiling		
Floor & Floor Covering		
Lighting Fixtures		
Switches, Outlets		
Baseboard, Radiator		
Windows, Screens		
Drapes, Tracks		
Cupboards, Closets		

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Living Room		
Fireplace, Mantle		
Other1		
Other2		
Door, Handles, Lock		
Walls, Ceiling		
Floor & Floor Covering		
Lighting Fixtures		
Switches, Outlets		
Baseboard, Radiator		
Windows, Screens		
Drapes, Tracks		
Cupboards, Closets		
Bedroom 1		
Ceiling Fan		
Other1		
Other2		
Door, Handles, Lock		
Walls, Ceiling		
Floor & Floor Covering		
Lighting Fixtures		
Switches, Outlets		
Baseboard, Radiator		
Windows, Screens		
Drapes, Tracks		
Cupboards, Closets		
Bedroom 2		
Ceiling Fan		
Other1		
Other2		
Door, Handles, Lock		
Walls, Ceiling		
Floor & Floor Covering		
Lighting Fixtures		
Switches, Outlets		
Baseboard, Radiator		
Windows, Screens		
Drapes, Tracks		
Cupboards, Closets		

	Building	Suite	Mailbox	Other1	Other2	Forwarding Address:
Number of Keys Issued:	[ ]	[ ]	[ ]	[ ]	[ ]	
Number of Keys Returned:	[ ]	[ ]	[ ]	[ ]	[ ]	

	The undersigned warrants and agrees that the above is a fair and accurate representation of the condition of the suite upon the move-in date first recorded above.	The undersigned warrants and agrees that the above is a fair and accurate representation of the condition of the suite upon the move-out date first recorded above.
Tenant Name1: (Signature)		
Tenant Name2: (Signature)		
Guarantor: (Signature)		