

APARTMENT CONDITION REPORT

Please fill out & return to the Leasing Office within **72 hours** of moving into your apartment
(Resident will be held responsible for damages, if form is not returned within 72 hours)

Name _____ Date _____

Address _____ Phone _____

Email _____

EMERGENCY ISSUES: Please contact our Maintenance Department directly @ **378-2729** to report any issue of an emergency nature. Do NOT report emergency issues (or anything requiring our immediate attention such as water leaks, a “running toilet” or an inoperative smoke detector) on this form.

CLEANING AND PREPARATION OF YOUR APARTMENT:¹

- **Cleaning** – We have prepared for your arrival by cleaning your apartment and our goal is that you are pleasantly surprised by how clean you find it. Nevertheless, we understand that most people will want to do some cleaning themselves before they will feel “comfortable” in their new home. We hope you will “grade us” on our cleaning, among other things, by completing the survey on the reverse side of this form.
- **Preparation** – We don’t want you to have to tolerate things that aren’t the way they should be. Please tell us if we’ve “missed something” in your apartment that is in need of repair and we will contact you to discuss the problem and arrange a solution. (Please allow 1-3 weeks during June, July, and August)
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NORMAL WEAR AND TEAR: You may wish to document any “pre-existing conditions” (deficiencies or exceptions for which no repair is required) in your apartment using the space below.

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