

# TENANT CHECK-IN FORM

1247 La Crosse Street  
 La Crosse, WI 54601  
 Kevin (608) 386-7392  
 Lisa (608) 790-7392

Move in Date: \_\_\_\_\_ Deposit Amount: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_ Apt: \_\_\_\_\_

Tenant(s) can request a list of damages from prior tenant (by checking box below), complete this form by noting any (un-itemized) damages or defects in the rental unit in second column, make a copy for your own records, and return completed copy to the Landlord/manager within 7 days of the receipt of keys. *Wis. Stat. 704.08*. Please contact the landlord with any questions or maintenance requests/needs at (608) 386-7392. Thank you.

I/we request a list of physical damages or defects that were charged to the previous tenant's security deposit. This list shall be provided within 30 days of landlords receipt of this request, or within seven days after the previous tenant has been notified of the charges of their deposit, whichever occurs later.

ATCP 134.06

## TENANT CHECK-IN FORM

Kitchen	Provided?	Condition
Range/Stove		
Hood Fan		
Microwave		
Oven		
Dishwasher		
Sink/Faucets		
Disposal		
Refrigerator Exterior		
Refrigerator Interior		
Countertops		
Pantry		
Walls/Ceiling		
Woodwork/Trim		
Door(s)		
Window(s)		
Window Coverings		
Light Fixture(s)		
Outlets/Switches		
Cabinets/Built-ins		
Closet(s)		
Other _____		
Other _____		

Living/Dining Room	Provided?	Condition
Walls/Ceiling		
Woodwork/Trim		
Door(s)		
Window(s)		
Window Coverings		
Light Fixture(s)		
Outlets/Switches		
Flooring/Carpet		
Cabinets/Built-ins		
Closet(s)		
Other _____		
Other _____		

Bathroom 1	Provided?	Condition
Walls/Ceiling		
Woodwork/Trim		
Exhaust Fan		
Window(s)/Door(s)		
Window Coverings		
Light Fixture(s)		
Outlets/Switches		
Flooring/Carpet		
Cabinets/Built-ins		
Closet(s)		
Countertops/Tile		
Toilet/Caulk		
Tub/Shower		
Sinks/Faucets		
Towel Racks		

Bathroom 2	Provided?	Condition
Walls/Ceiling		
Woodwork/Trim		
Exhaust Fan		
Window(s)/Door(s)		
Window Coverings		
Light Fixture(s)		
Outlets/Switches		
Flooring/Carpet		
Cabinets/Built-ins		
Closet(s)		
Countertops/Tile		
Toilet/Caulk		
Tub/Shower		
Sinks/Faucets		
Towel Racks		

Miscellaneous	Provided?	Condition
Hall		
Entry		
Stairs		
Other _____		
Other _____		

Bedroom 1	Provided?	Condition
Walls/Ceiling		
Woodwork/Trim		
Door(s)		
Window(s)		
Window Coverings		
Light Fixture(s)		
Outlets/Switches		
Flooring/Carpet		
Cabinets/Built-ins		
Closet(s)		
Other _____		

Bedroom 2	Provided?	Condition
Walls/Ceiling		
Woodwork/Trim		
Door(s)		
Window(s)		
Window Coverings		
Light Fixture(s)		
Outlets/Switches		
Flooring/Carpet		
Cabinets/Built-ins		
Closet(s)		
Other _____		

Bedroom 3	Provided?	Condition
Walls/Ceiling		
Woodwork/Trim		
Door(s)		
Window(s)		
Window Coverings		
Light Fixture(s)		
Outlets/Switches		
Flooring/Carpet		
Cabinets/Built-ins		
Closet(s)		
Other _____		

Bedroom 4	Provided?	Condition
Walls/Ceiling		
Woodwork/Trim		
Door(s)		
Window(s)		
Window Coverings		
Light Fixture(s)		
Outlets/Switches		
Flooring/Carpet		
Cabinets/Built-ins		
Closet(s)		
Other _____		

Bedroom 5	Provided?	Condition
Walls/Ceiling		
Woodwork/Trim		
Door(s)		
Window(s)		
Window Coverings		
Light Fixture(s)		
Outlets/Switches		
Flooring/Carpet		
Cabinets/Built-ins		
Closet(s)		
Other _____		

Other Room	Provided?	Condition
Walls/Ceiling		
Woodwork/Trim		
Door(s)		
Window(s)		
Window Coverings		
Light Fixture(s)		
Outlets/Switches		
Flooring/Carpet		
Cabinets/Built-ins		
Closet(s)		
Other _____		
Other _____		

Tenant Print \_\_\_\_\_

Tenant Sign \_\_\_\_\_

Date \_\_\_\_\_

Landlord/Manager Print \_\_\_\_\_

Landlord/Manager Sign \_\_\_\_\_

Date \_\_\_\_\_