

**Move-In / Move-Out Report**

1 LANDLORD: JOHNSON & HELLEKSON Real Estate, LLC TENANT(S) \_\_\_\_\_

2 Address: 200 East Main Street \_\_\_\_\_

3 Watertown, WI 53094 \_\_\_\_\_

4 Telephone: 920-261-6311 \_\_\_\_\_

5 MANAGER: \_\_\_\_\_ Unit No. \_\_\_\_\_

6 Address: \_\_\_\_\_ Property \_\_\_\_\_

7 \_\_\_\_\_ Move-In Date: \_\_\_\_\_

8 Telephone: \_\_\_\_\_ Move-Out Date: \_\_\_\_\_

9  
10 Please complete the move-in Exceptions and the move-in comments section, sign the Report, and return to manager, or to Landlord if no Manager, by the 8th day of your tenancy.  
11 The premises are being delivered clean, sanitary, and good operation condition, with no spots, stains, damages or deteriorated paint, unless otherwise noted below in the "Move-  
12 in Exceptions" column. This is not a request for maintenance. Contact the manager or landlord if maintenance is required. The following list of items is not comprehensive, but  
13 rather gives a sample of areas where tenant may note damage. "Deteriorated paint" means paint that is cracking, flaking, chipping, peeling, chalking or otherwise separating from  
14 the surface to which it has been applied. Deteriorated paint also includes work or damaged paint on a friction or an impact surface. Deteriorated paint does not include paint  
15 where nail holes, hair-line cracks, or small nicks or scratches resulting from normal wear-and-tear are present, provided all layers of paint remain securely bonded to the substrate.

15 Item	Move-In Exceptions	Move-Out Exceptions	Itemized Charges
16 <b>LIVING ROOM, DINING &amp; HALLS</b>			
17 Walls/Ceiling			
18 Floor Carpet			
19 Closets/Doors/Locks			
20 Lights/Mirrors			
21 Drapes/Rods/Blinds			
22 Windows/Tracks/Screens			
23 Fireplace			
24 Deteriorated Paint			
25 <b>KITCHEN</b>			
26 Walls/Ceiling			
27 Floor			
28 Counter Tops/Tile			
29 Cabinets			
30 Oven/Stove			
31 Hood/Fan/Lights			
32 Dishwasher/Refrigerator			
33 Sink/Faucet/Disposal			
34 Windows/Doors/Screens			
35 Deteriorated Paint			
36 <b>BEDROOMS</b>	Specify Bedroom #1, #2, or #3	Specify Bedroom #1, #2, or #3	
37 Walls/Ceiling			
38 Floor/Carpet			
39 Lights/Mirrors			
40 Drapes/Rods/Blinds			
41 Windows/Tracks/Screens			
42 Closets/Doors/shelves			
43 Deteriorated Paint			
44 <b>BATHROOMS</b>	Specify Bathroom #1, #2, or #3	Specify Bathroom #1, #2, or #3	
45 Walls/Ceiling			
46 Floor			
47 Cabinets/Mirrors			
48 Sink			
49 Tub/Shower			
50 Tile/Grout			
51 Lights/Vent Fan			
52 Toilets			
53 Windows/Doors			
54 Towel Bars/Accessories			
55 Deteriorated Paint			
56 <b>EXTERIOR</b>			
57 Balcony/Deck/Patio			
58 Storage/Parking Area			
59 Garden/Plants/Grass			
60 Deteriorated Paint			
61 <b>MISCELLANEOUS</b>			
62 Washer/Dryer			
63 Heat/Air Conditioning			
64 Number of Keys			
65 Locks			
66			
67			

68	Move-In Comments	Move-Out Comments
69		
70		
71		
72		
73		

74 Tenant has inspected the above premises prior to occupancy and accepts it subject to the conditions and/or exceptions noted above. Tenant agrees to deliver the premises in like the condition upon  
75 termination of tenancy, normal wear and tear excepted. If more than one Tenant, one of the Tenants acting as Tenant Representative has completed and signed this Move-In report.

76 \_\_\_\_\_ Date: \_\_\_\_\_

77 (Signature of Tenant Representative)