

# Check-out Form

**Agent's Delivery of Check-out Form**

Address of Rental Unit \_\_\_\_\_  
 Owner/Agent Providing Form \_\_\_\_\_ Date \_\_\_\_\_

**Tenant(s) moving out**

Complete and return this form to landlord/manager, keeping a copy for your records. If you would like to schedule a walk-through, contact \_\_\_\_\_ (name) at \_\_\_\_\_ (phone) before \_\_\_\_\_ (date).

Tenant Name(s) \_\_\_\_\_

Forwarding address for return of security deposit: \_\_\_\_\_

Please return the security deposit to:

|                           |            |              |
|---------------------------|------------|--------------|
| Tenant Signature(s) _____ | Date _____ | Amount _____ |
| _____                     | Date _____ | Amount _____ |
| _____                     | Date _____ | Amount _____ |

Original Deposit Amount \$ \_\_\_\_\_ Rent Credit Due \$ \_\_\_\_\_

Explanation for any rent credit deemed not due: \_\_\_\_\_

| <b>Kitchen</b>        | Provided?<br>Yes/No | Condition? |
|-----------------------|---------------------|------------|
| Range/Stove           | _____               | _____      |
| Hood fan              | _____               | _____      |
| Microwave             | _____               | _____      |
| Oven                  | _____               | _____      |
| Dishwasher            | _____               | _____      |
| Sink/Faucets          | _____               | _____      |
| Disposal              | _____               | _____      |
| Refrigerator          | _____               | _____      |
| Exterior              | _____               | _____      |
| Refrigerator          | _____               | _____      |
| Components (ice       | _____               | _____      |
| trays, shelves, etc.) | _____               | _____      |
| Countertops           | _____               | _____      |
| Pantry                | _____               | _____      |
| Walls/Ceiling         | _____               | _____      |
| Woodwork/Trim         | _____               | _____      |
| Door(s)               | _____               | _____      |
| Window(s)             | _____               | _____      |
| Window Coverings      | _____               | _____      |
| Light Fixture(s)      | _____               | _____      |
| Outlets/Switches      | _____               | _____      |
| Flooring/Carpet       | _____               | _____      |
| Cabinets/Built-ins    | _____               | _____      |
| Closet(s)             | _____               | _____      |
| Other                 | _____               | _____      |
| Other                 | _____               | _____      |

| <b>Dining Room</b> | Provided?<br>Yes/No | Condition? |
|--------------------|---------------------|------------|
| Walls/Ceiling      | _____               | _____      |
| Woodwork/Trim      | _____               | _____      |
| Door(s)            | _____               | _____      |
| Window(s)          | _____               | _____      |
| Window Coverings   | _____               | _____      |
| Light Fixture(s)   | _____               | _____      |
| Outlets/Switches   | _____               | _____      |
| Flooring/Carpet    | _____               | _____      |
| Cabinets/built-ins | _____               | _____      |
| Closet(s)          | _____               | _____      |
| Other              | _____               | _____      |

| <b>Living Room</b> | Provided?<br>Yes/No | Condition? |
|--------------------|---------------------|------------|
| Walls/Ceiling      | _____               | _____      |
| Woodwork/Trim      | _____               | _____      |
| Door(s)            | _____               | _____      |
| Window(s)          | _____               | _____      |
| Window Coverings   | _____               | _____      |
| Light Fixture(s)   | _____               | _____      |
| Outlets/Switches   | _____               | _____      |
| Flooring/Carpet    | _____               | _____      |
| Cabinets/built-ins | _____               | _____      |
| Closet(s)          | _____               | _____      |
| Other              | _____               | _____      |

| <b>Hall, Closet(s)</b> | Condition? |
|------------------------|------------|
| Describe _____         | _____      |
| _____                  | _____      |
| _____                  | _____      |

| <b>Entry, Stairs</b> | Condition? |
|----------------------|------------|
| Describe _____       | _____      |
| _____                | _____      |
| _____                | _____      |

**Bedroom 1**

Provided? Condition?  
Yes/No

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, continued**

Window Coverings \_\_\_\_\_  
Light Fixture(s) \_\_\_\_\_  
Outlets/Switches \_\_\_\_\_  
Flooring/Carpet \_\_\_\_\_  
Cabinets/built-ins \_\_\_\_\_  
Closet(s) \_\_\_\_\_  
Other \_\_\_\_\_

**Bedroom 2**

Provided? Condition?  
Yes/No

Walls/Ceiling \_\_\_\_\_  
Woodwork/Trim \_\_\_\_\_  
Door(s) \_\_\_\_\_  
Window(s) \_\_\_\_\_  
Window Coverings \_\_\_\_\_  
Light Fixture(s) \_\_\_\_\_  
Outlets/Switches \_\_\_\_\_  
Flooring/Carpet \_\_\_\_\_  
Cabinets/built-ins \_\_\_\_\_  
Closet(s) \_\_\_\_\_  
Other \_\_\_\_\_

**Bathroom**

Provided? Condition?  
Yes/No

Walls/Ceiling \_\_\_\_\_  
Woodwork/Trim \_\_\_\_\_  
Door(s) \_\_\_\_\_  
Window(s) \_\_\_\_\_  
Window Coverings \_\_\_\_\_  
Light Fixture(s) \_\_\_\_\_  
Outlets/Switches \_\_\_\_\_  
Flooring/Carpet \_\_\_\_\_  
Cabinets/built-ins \_\_\_\_\_  
Countertops \_\_\_\_\_  
Closet(s) \_\_\_\_\_  
Toilet \_\_\_\_\_  
Tub/Shower \_\_\_\_\_  
Shower \_\_\_\_\_  
Curtain/Doors \_\_\_\_\_  
Sink/Faucets \_\_\_\_\_  
Towel Rack(s) \_\_\_\_\_  
Exhaust Fan \_\_\_\_\_  
Tile/Caulk \_\_\_\_\_  
Other Fixtures \_\_\_\_\_  
Other \_\_\_\_\_  
Other \_\_\_\_\_

**Bedroom 3**

Provided? Condition?  
Yes/No

Walls/Ceiling \_\_\_\_\_  
Woodwork/Trim \_\_\_\_\_  
Door(s) \_\_\_\_\_  
Window(s) \_\_\_\_\_  
Window Coverings \_\_\_\_\_  
Light Fixture(s) \_\_\_\_\_  
Outlets/Switches \_\_\_\_\_  
Flooring/Carpet \_\_\_\_\_  
Cabinets/built-ins \_\_\_\_\_  
Closet(s) \_\_\_\_\_  
Other \_\_\_\_\_

**Other Notes, Including Furniture Provided**

*List description of items (e.g., tan canvas sofa, vinyl kitchen chair) and condition.*

Item Condition  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Room**

Provided? Condition?  
Yes/No

Walls/Ceiling \_\_\_\_\_  
Woodwork/Trim \_\_\_\_\_  
Door(s) \_\_\_\_\_  
Window(s) \_\_\_\_\_