Check-In Sheet

Landlord has provided this Check-In Sheet as required by Wis. Stat. §704.08. Tenant has 7 days from the date Tenant commences occupancy of the Premises to complete this Check-In Sheet and return it to Leasing@JBJCompanies.com or drop it off in the drop box at the Leasing Office. The purpose of this form is for Tenant to advise Landlord of any conditions noted by Tenant. If Tenant does not complete and return this Check-In Sheet, then Tenant will have deemed the condition of the Premises to be acceptable. Please note "None" or "N/A" as applicable.

Tenant:	_____	Tenant:	_____
Tenant:	_____	Tenant:	_____
Tenant:	_____	Tenant:	_____
Building:	_____	Key Pick Up Date:	_____
Apartment #:	_____	Return By Date:	_____

This is not a request for maintenance repairs. All maintenance requests must be submitted through the Resident Portal. Items listed below will be noted in your file.

LIVING ROOM:
DINING ROOM:
HALLWAYS:
KITCHEN:
BEDROOM 1 (INDICATE LOCATION):
BEDROOM 2 (INDICATE LOCATION):
BEDROOM 3 (INDICATE LOCATION):
BATHROOM 1 (SHOWER/MASTER):

BATHROOM 2 (TUB):
GARAGE/PARKING AREA:
GARBAGE/RECYCLE BIN:
STORAGE LOCKER:
OUTSIDE DECK/PATIO:
LAUNDRY:
OTHER COMMENTS:

This is not a request for maintenance for repairs. All maintenance requests must be submitted through the Resident Portal. Items listed herein will be noted in your file.

Landlord will use this Check-In Information Sheet to determine if any of Tenant's security deposit will be withheld for damages beyond normal wear and tear after Tenant vacates the Premises. Under Wis. Stat. §704.28, Landlord may withhold amounts reasonably necessary to pay for: (a) Tenant damage, waste, or neglect of the Premises, (b) unpaid rent for which Tenant is legally responsible, (c) payment that Tenant owes under the rental agreement for utility service provided by Landlord but not included in the rent, (d) payment that Tenant owes for direct utility service provided by a government-owned utility, to the extent that Landlord becomes liable for Tenant's nonpayment, (e) unpaid monthly municipal permit fees assessed against Tenant by a local unit of government to the extent that Landlord becomes liable for Tenant's nonpayment, and (f) any other payment for a reason provided in a nonstandard rental provision.

Tenant(s):

_____ Date

_____ Date

_____ Date

_____ Date

_____ Date

_____ Date

Scan to Tenant File
Date: _____ By: _____