ALL SMALL CLAIMS SERVICE

Once you have decided to file small claims, you will need the following:

1. **TOTAL AMOUNT OWED** - rent due, property damage, stolen items, cleaning fees, etc.

(Total amount cannot exceed $5,000.00 for a business or $10,000.00 for a natural person. Covid rent amount is unlimited for residential only)

2.RECEIPTS/**RENT** LEDGERS/ESTIMATES/**RENT ASSISTANCE**

3. **CONTRACTS, ANY CORRESPONDENCE RELATING TO THIS MATTER.**

4. **PICTURES** (if applicable)

Our fee to file and serve the small claims paperwork is as follows:

$575.00

(If more than 12 filings per year, please call for price.)
($650 and up for trial brief with small claims action)

YOU MUST APPEAR AT THE TRIAL, AN ATTORNEY CANNOT REPRESENT YOU.

Please keep your originals. This office will only need copies.

You must demand payment in writing to the defendant (security disposition letter is fine).

Demand time period is 30 DAYS.

Once the case is filed and served, you will receive a copy of all the court forms from this office.

Be prepared to prove your case at the trial.

You will be given about 5 minutes to speak.

Have all your documents in order and bring at least 3 copies of everything (1 copy for you, for the defendant, and for the judge).

If you succeed in winning your case, a judgment will be mailed to you within 7 days. You must wait 30 days after the judgment has been entered before beginning to proceed with collections.

After the 30 day period, this office can sub-in as your attorney of record and take over the collection for you.

FastEvict.com / Law Group

474 W Orange Show Rd. San Bernardino, California 92408

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Website: www.fastevict.com/ • { æ|Ë|æ • • Email: SmallclaimsO æ c˄çãcÑ| {

COVER SHEET

ATTENTION: SMALL CLAIMS DEPARTMENT

<u>**REQUEST FOR SMALL CLAIMS FILING**</u>

DATE:_____

FROM: _____

_____

EMAIL _____ CELL# _____

PHONE # _____ FAX# _____

(sender's name, address, telephone number)

RE: _____ V. _____
        PLAINTIFF   **DEFENDANT (DEBTOR)**

                             _____

Enclosed please find the following: **DEFENDANT'S EMAIL**

_____ **Small Claims Take Sheet**

_____ **Credit Card Authorization**

_____ **Rent ledger (3/1/2020 - 9/30/2021)**

_____ **Disposition of Security Deposit / Demand letter**

_____ **Other (copy of receipts, estimates)**

_____ **Proof of rental assistance application by landlord**

_____ **Move in \ move out inspection**

If You Have Any Questions Call Us at (800) 686! 8686

······Form Courtesy of FastEvict.com ⸸@Ùk ˙; fcˉi d

Beginning **November 1, 2021**, a landlord has the option to bring an action in small claims court to recover COVID-19 rental debt that is more than the normal limits for small claims actions. The purpose of bringing these claims in small claims court is to resolve disputes about COVID-19 rental debt. The small claims court **cannot** determine possession of residential property or evict a tenant from property.

What is COVID-19 rental debt?

COVID-19 rental debt means any unpaid rent or any other money owed under a residential lease or residential rental agreement (for example, parking fees or utility payments) that came due between **March 1, 2020, and September 30, 2021**.

What is small claims court?

Small claims court is a special court where disputes are resolved quickly and inexpensively. The rules are simple and informal. You may ask a lawyer for advice before you go to court, but you cannot have a lawyer in court.

Who are the parties in a small claims case?

- The person who sues is the plaintiff, the **landlord** in these cases. If the landlord is a business, an employee such as a property manager may go to a small claims trial for the landlord (use form SC-109, *Authorization to Appear*).

- The person who is sued is the defendant, the **tenant** in these cases. There may be more than one tenant paying rent for a single residence. The landlord may want to name all tenants as defendants.

How does a COVID-19 rental debt case start in the small claims court?

The landlord must:

- Complete and file form SC-500, *Plaintiff's Claim and ORDER to Go to Small Claims Court (COVID-19 Rental Debt)*;

- Attach documentation showing the landlord's good-faith efforts to seek rental assistance (examples of documentation include emails, texts, and notes from phone calls); and

- Serve the form on the tenants (see form SC-100-INFO, *Information for the Plaintiff*).

How does a tenant respond?

A tenant does not need to file any papers before the trial date. Tenants should go to court on the day of trial with evidence about the amount of COVID-19 rental debt owed, if any.

What should tenant take to small claims court for a COVID-19 rental debt case?

Both the landlord and the tenant in a small claims action for COVID-19 rental debt can present arguments and evidence about how much money they believe is owed, how much has already been paid, and other factors that can affect the amount of COVID-19 rental debt that must be paid.

The parties should bring the rental agreement, any rental receipts, and any other receipts or other documents that show the following:

- The **amounts** of COVID-19 rental debt owed and the **dates** on which each amount came due. Remember that COVID-19 rental debt means rent and other financial obligations that came due between **March 1, 2020, and September 30, 2021**.

- Any amounts that the tenant **paid** toward the rent or other financial obligations and the **dates of payment**.

- Any other amounts of rent or other obligations that were paid through rental assistance programs or other third parties on behalf of the tenant.

- Any evidence of conditions affecting the residence, such as items needing repair.

- Any evidence to support arguments made to determine the amount of money owed.

Page 2 of this information sheet provides a list of some of the arguments that landlords and tenants can make to help the court determine the amount of COVID-19 rental debt that is owed.

Can you bring a witness to small claims court?

Both the landlord and the tenant may bring witnesses to the trial who can tell the court what they know about the COVID-19 rental debt, the condition of the home, and agreements between the landlord and the tenant about the need for repairs and payment for repairs.

Judicial Council of California, *www.courts.ca.gov*
New October 15, 2021, Optional Form
Code of Civil Procedure,
§§ 116.110 et seq., 116.223, 871.10, 1161.2.5, 1179.02;
Health & Safety Code, § 50897.3

COVID-19 Rental Debt in Small Claims Court

SC-500-INFO, Page 1 of 3

What arguments can you make?

The landlord and tenant may disagree about the amount of rent that is owed for various reasons. Read more about these reasons in the California Department of Real Estate's guide at landlordtenant.dre.ca.gov/resources/guidebook/index.html, in the "Living in the Rental Unit" and "Dealing with Problems" sections. Below are questions that can help you identify the issues that may exist in the case and may affect the amount of rent owed.

Please note: This list does not include every possible argument. Other laws, including local ordinances, may affect the rights of landlords and tenants in COVID-19 rental debt cases.

- Did landlord make a good-faith effort to:
    - Investigate whether governmental rental assistance is available to the tenant;
    - Seek governmental rental assistance for the tenant; or
    - Cooperate with the tenant's efforts to obtain rental assistance from any governmental entity or other third party under Civil Code section 1947.3(a)(3)?
- Is there any pending application for rental assistance or other financial compensation from any other source corresponding to the amount claimed?
- Did landlord receive rental assistance or other financial compensation from any other source corresponding to the amount claimed?
- Did landlord improperly apply payments to past-due rent without the tenant's written agreement?
- Does the amount claimed include service fees that were increased or not previously charged?
- Does the amount claimed include late fees on rent or other financial obligations?
- Did landlord improperly raise the rent?
- Did tenant or a third party offer a rental payment that landlord would not accept?
- If the lease or rental agreement was terminated, was the security deposit returned? Read more about the rules for security deposits at *www.courts.ca.gov/selfhelp-eviction-security-deposits.htm*.
- Did tenant make needed repairs and properly deduct the cost from the rent? If so, did landlord gave proper credit?
- Did landlord fail to provide habitable premises? This means that if the housing did not meet certain standards, the amount owed may be reduced.

Note: It is illegal for a landlord to retaliate against a tenant for raising any of the above issues or any of the defenses listed on form UD-105, *Answer—Unlawful Detainer*

Can a tenant file a claim in the landlord's case?

A tenant who is a defendant in a COVID-19 rental debt case may bring a claim against the landlord in the same case using form SC-120, *Defendant's Claim and ORDER to Go to Small Claims Court*.

What if you disagree with the court's decision?

If you are a tenant, you may appeal the decision on a claim filed against you. More information about appeals is available in the information at the end of *Plaintiff's Claim and ORDER to Go to Small Claims Court (COVID-19 Rental Debt)* (form SC-500) and at *www.courts.ca.gov/smallclaims/appeals*.

If you are the landlord, you cannot appeal a small claims decision on a claim you filed. (Note that a landlord has the option of filing a COVID-19 rental debt recovery case in general civil court [use form *Complaint—Recovery of COVID -19 Rental Debt* (form PLD-C-500)]. In general civil court, all parties may appeal the court's decision and all parties may be represented by lawyers.)

How much does it cost to file a case in small claims court?

The amount the court charges a landlord to file a case in small claims court depends on the amount demanded and how many cases are brought by the landlord in a single year. The filing fees for small claims cases are listed on the Statewide Civil Fee Schedule, available at *www.courts.ca.gov/7646.htm*. There is no fee for the tenant to go to the hearing.

What if you cannot afford the filing fee?

If you want to sue someone in small claims court and cannot afford to pay court fees and costs, you may not have to pay. The court may waive all or part of those fees **if you:** Are getting public benefits; **or**

- • Are a person with very low income; **or**
- • Do not have enough income to pay for your
- • household's basic needs and your court fees.

To ask the court to waive your fees in small claims court, complete form FW-001, *Request to Waive Court Fees*. File your request with the court.

Where can you get help with a small claims case?

- • **Small Claims Advisors**. Every county has a Small Claims Advisor who is available to help you with your small claims case. These services are free. To find the Small Claims Advisor in your county, go to *www.courts.ca.gov/selfhelp-advisors.htm*.

- • **Forms and online help**. You can find small claims forms and more information about small claims court at the California Courts Online Self-Help Center *www.courts.ca.gov/smallclaims*. You can also get forms and help at your county law library or the courthouse nearest you.

- • **Local court websites.** Your local court may have additional information and help for your small claims matter. Visit your court's website for current information on small claims hearing procedures. For help finding your court, visit *www.courts.ca.gov/find-my-court.htm*.

- • **Legal services organizations.** Local organizations may be able to assist parties in preparing for court. Parties may be able to find a legal service organization that serves their area at *http://lawhelpca.org/*.

- • **Lawyers**. Both parties may ask a lawyer about the case, but a lawyer may not represent either party in court at the small claims trial. Generally, after judgment and on appeal, both parties may be represented by lawyers.

What help is available when you go to court?

- • **Accommodations for disability**. If you have a disability and need an accommodation while you are at court:
    - • You can use form MC-410, *Disability Accommodation Request*, to tell the court about your needs.
    - • For more information about making a disability accommodation request, see form MC-410-INFO, *How to Request a Disability Accommodation for Court*.
    - • Remember to submit your request to the ADA Coordinator or designated person in your court.
    - • Visit your court's website to find the ADA Coordinator or designated person. For help finding your court, go to *www.courts.ca.gov/ find-my-court.htm*.
- • **Interpreters**. If you do not speak English well:
    - • Ask the court clerk as soon as possible for a court-provided interpreter.
    - • You may use form INT-300, *Request for Interpreter (Civil)*, or a local court form to request an interpreter.
    - • If no court interpreter is available at the time of your trial, it may be necessary to reschedule your trial.

    - • You cannot bring your own interpreter for the trial unless the interpreter has been approved by the court as a certified, registered, or provisionally qualified interpreter. See Cal. Rules of Court, rule 2.893, and form INT-140, *Temporary Use of a Noncertified or Nonregistered Spoken Language Interpreter*.

Who can look at your case file?

If you are sued in small claims court for nonpayment of COVID-19 rental debt, only the following people may see the case file:

- • The parties (landlords and tenants).
- • A person who gives the court clerk the name of at least one landlord and one tenant.
- • A person who lives in the residence for which COVID-19 rental debt is owed who shows proof of residency and gives the clerk the case number or the name of one of the parties.
- • A person who gets an order from the court after showing that they have good cause to see the case file.

FastEvict.com / Law Group

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Website: www.fastevict.com/•{ æ|Ë|æ̃ • • Email: SmallclaimsO-æ·ç^ç&Ë{

CASE FACT SHEET
"ALL SMALL CLAIMS SERVICE"

(Please type or print)   Today's Date _____

Plaintiff's name _____

Telephone #   (_____) _____

Address _____

_____

Email _____

Have you ever appeared at a small claims hearing? _____

How many small claims cases have you filed this year? _____

Are you aware of any specific dates that you would be unable to appear in court? _____

_____

Defendant's name _____

Cell #   (_____) _____

Defendant's address _____

_____

Email _____

Defendant's SS# _____

Co-defendant's name _____

Cell #   (_____) _____

Co-defendant's address _____

_____

Email _____

Co-defendant's SS# _____

City where debt occurred _____

Date of debt obligation _____

Brief reason for filing this case _____

_____

_____

Amount suing for:

_____

If this suit is regarding rental property, what is the property address _____

_____

_____

Vacate date: _____

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Website: www.fastevict.com/ • { æ|Ë|æ• • Email: SmallclaimsO -æ c^ç&B| {

ATTN: _____

CREDIT CARD AUTHORIZATION
TODAY'S DATE: _____

Eviction Address: _____

Email: _____   Fax: _____   Owner's Cell #: _____

You Authorize charges to your Visa, MasterCard, American Express or Discover card. You will be charged for the total amount due. To receive a receipt, an email address must be provided. The charge will also appear on your credit card statement. You also agree that this card will be kept on file and used for any unpaid services.

Please complete the information below:

I _____ authorize FastEvict.com to charge my credit card indicated below for payment of my Civil case. I understand that I will receive advance notice of the charge via phone or email.

Credit Card billing address: _____
(Street Address, City, State & Zip Required)

Account Type: Visa   MasterCard   Amex   Discover

Cardholder Name: _____

Account Number: _____

Expiration Date: _____   CVV Code*: _____
* (3 Digit number on back of Visa/MasterCard. 4 Digits on front of Amex)

BY REVIEWING AND COMPLETING THIS CREDIT CARD AUTHORIZATION FORM, I AUTHORIZE FASTEVICT.COM TO HANDLE THE ENTIRE CIVIL AND COLLECTION PROCESS AND TO CHARGE MY CREDIT CARD LISTED ABOVE. I ALSO UNDERSTAND THAT ONCE FASTEVICT.COM HAS RENDERED SERVICES THERE ARE NO REFUNDS. I ALSO UNDERSTAND THAT THIS AUTHORIZATION WILL REMAIN IN EFFECT UNTIL I CANCEL IN WRITING, AND I AGREE TO NOTIFY FASTEVICT.COM IN WRITING OF ANY CHANGES IN MY ACCOUNT INFORMATION OR TERMINATION OF THIS AUTHORIZATION AT LEAST 15 DAYS PRIOR. THIS PAYMENT AUTHORIZATION IS FOR THE TYPE OF BILL INDICATED ABOVE. I CERTIFY THAT I AM AN AUTHORIZED USER OF THIS CREDIT CARD AND THAT I WILL NOT DISPUTE THE PAYMENTS WITH MY CREDIT CARD COMPANY.

Signed: _____   Print name: _____
        Credit Card Holder   Credit Card Holder

We have the right to refuse service to anyone.
Due To Your Credit Card Company's Refund Policy, FastEvict.com Will Be Deducting 4% From The Total Amount Of The Refund Along With

A $50.00 Processing Fee. *Uncontested Residential Evictions Over $10k or Uncontested Commercial Eviction O ver 20k Please call for Price. FastEvict.com

REVISED 11/21

DISPOSITION OF SECURITY DEPOSIT

[PER CCP 1950.5(e)]

Apt. project: _____

Tenant's name: _____

Apt. address: _____

Forwarding address: _____

Date of 30 Day Notice received in writing: _____

Date apt. vacated: _____ Rent paid to date: _____

Monthly rental rate: $_____ Daily rental rate: $_____

Move-in date: _____ Total deposits rec'd: $_____

DEDUCTIONS FROM DEPOSIT

Rent owed to vacate . . . . $ _____

Rent owed to 30 Day Notice . . . . $ _____

Apt. cleaning . . . . $ _____

Carpet cleaning . . . . $ _____

Drapery cleaning . . . . $ _____

Painting . . . . $ _____

_____ . . . . $ _____

_____ . . . . $ _____

_____ . . . . $ _____

_____ . . . . $ _____

_____ . . . . $ _____

Total deductions: . . . . $ _____

Total deposit received: . . . . $ _____

Rent credit: . . . . $ _____

Net refundable deposit to tenant: . . . . $ _____

Balance due from tenant/landlord: . . . . $ _____

Landlord:

If no forwarding address, mail to your vacated unit. If you are deducting $125 or more, it is necessary to include receipts or estimates.

MOVE-IN/MOVE-OUT ITEMIZED STATEMENT

Tenants Names:	Move in inspection date:
	Move out inspection date:
	Final inspection date:

Property Address:

The condition of these premises is clean, undamaged, in good working order and adequate for customary use unless otherwise noted hereon. Use the checkboxes and comments to describe exceptions. Cross out items not applicable

CODES: N=New/Fresh Paint/Just Cleaned**; NC**=Needs Cleaning**; NP**=Needs Paint; **S**=Scratched; **R**=Repair/replacement needed.

Living Room	**Move-in Inspection**	**Initial Inspection (Pre-move-out Option)**	**Final Inspection (Move-out)**
Walls:	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Ceiling:	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Doors:	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Windows:	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Screens:	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Window coverings:	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Floor:	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Closet:	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Electric fixtures:	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Light bulbs:	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Fireplace:	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐

Kitchen	**Move-in Inspection**	**Initial Inspection (Pre-move-out Option)**	**Final Inspection (Move-out)**
Ceiling:	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Doors:	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Walls:	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐

MOVE-IN/MOVE-OUT ITEMIZED STATEMENT

Floors:	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Hood/Filter:	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Fan/Light:	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Microwave:	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Counter top:	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Sink/Faucets:	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Drains/Disposal:	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Cabinet/Doors:	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Shelves/Drawers:	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Under sink:	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Windows:	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Screens:	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Window coverings:	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Electric fixtures:	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Light bulbs:	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐

Stove/Oven	Move-in Inspection	Initial Inspection (Pre-move-out Option)	Final Inspection (Move-out)
Stove-Outside	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Burners	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Drip pans	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Vent	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Timer/Controls	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐

MOVE-IN/MOVE-OUT ITEMIZED STATEMENT

Oven surfaces	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Oven racks	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Broiler pan	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Light	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐

Refrigerator	**Move-in Inspection**	**Initial Inspection (Pre-move-out Option)**	**Final Inspection (Move-out)**
Inside (all parts)	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Outside	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐

Dishwasher	**Move-in Inspection**	**Initial Inspection (Pre-move-out Option)**	**Final Inspection (Move-out)**
Outside/Controls	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Inside (all parts)	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐

Dining Room	**Move-in Inspection**	**Initial Inspection (Pre-move-out Option)**	**Final Inspection (Move-out)**
Walls	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Ceiling	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Doors	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Windows	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Screens	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Window coverings	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Floor	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Closet	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Electric fixtures	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Light bulbs	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐

MOVE-IN/MOVE-OUT ITEMIZED STATEMENT

Living Room	Move-in Inspection	Initial Inspection (Pre-move-out Option)	Final Inspection (Move-out)
Walls	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Ceiling	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Doors	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Windows	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Screens	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Window coverings	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Floor	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Closet	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Electric fixtures	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Light bulbs	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Fireplace	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐

1st Bedroom	Move-in Inspection	Initial Inspection (Pre-move-out Option)	Final Inspection (Move-out)
Walls	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Ceiling	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Windows	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Screens	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Window coverings	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Doors	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Closet	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Floor	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐

MOVE-IN/MOVE-OUT ITEMIZED STATEMENT

	Move-in Inspection	Initial Inspection (Pre-move-out Option)	Final Inspection (Move-out)
Electric fixtures	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Light bulbs	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
2nd Bedroom	**Move-in Inspection**	**Initial Inspection (Pre-move-out Option)**	**Final Inspection (Move-out)**
Walls	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Ceiling	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Windows	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Screens	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Window coverings	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Doors	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Closet	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Floor	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Electric fixtures	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Light bulbs	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
3rd Bedroom	**Move-in Inspection**	**Initial Inspection (Pre-move-out Option)**	**Final Inspection (Move-out)**
Walls	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Ceiling	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Windows	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Screens	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Window coverings	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Doors	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Closet	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐

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MOVE-IN/MOVE-OUT ITEMIZED STATEMENT

	Move-in Inspection	Initial Inspection (Pre-move-out Option)	Final Inspection (Move-out)
Floor	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Electric fixtures	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Light bulbs	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐

Other/Bonus Room	Move-in Inspection	Initial Inspection (Pre-move-out Option)	Final Inspection (Move-out)
Walls	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Ceiling	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Windows	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Screens	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Window coverings	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Doors	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Closet	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Floor	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Electric fixtures	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Light bulbs	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐

1st Bath	Move-in Inspection	Initial Inspection (Pre-move-out Option)	Final Inspection (Move-out)
Ceiling	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Walls/Tile	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Floors	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Cabinets	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Shelves	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Doors	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐

MOVE-IN/MOVE-OUT ITEMIZED STATEMENT

	Move-in Inspection	Initial Inspection (Pre-move-out Option)	Final Inspection (Move-out)
Mirror	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Tub/Shower	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Caulking	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Shower Door/Tracks	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Basin	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Drains	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Faucets	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Counter tops	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Exhaust fan	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Bowl/Seat	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Towel racks	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Window	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Screen	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Electric fixtures	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Light bulbs	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐

2nd Bath	**Move-in Inspection**	**Initial Inspection (Pre-move-out Option)**	**Final Inspection (Move-out)**
Ceiling	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Walls/Tile	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Floors	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Cabinets	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Shelves	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐

MOVE-IN/MOVE-OUT ITEMIZED STATEMENT

Doors	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Mirror	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Tub/Shower	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Caulking	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Shower Door/Tracks	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Basin	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Drains	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Faucets	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Counter tops	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Exhaust fan	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Bowl/Seat	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Towel racks	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Window	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Screen	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Electric fixtures	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Light bulbs	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐

Laundry Room	**Move-in Inspection**	**Initial Inspection (Pre-move-out Option)**	**Final Inspection (Move-out)**
Washer/Dryer	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Hookups	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Light fixtures	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Window/Coverings	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐

MOVE-IN/MOVE-OUT ITEMIZED STATEMENT

	Move-in Inspection	Initial Inspection (Pre-move-out Option)	Final Inspection (Move-out)
Floor	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐

Other Amenities	Move-in Inspection	Initial Inspection (Pre-move-out Option)	Final Inspection (Move-out)
Smoke Detectors	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Carb Monox Detectors	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Furnace/Thermostat	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Air Conditioning	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Water Heater	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Water Softener	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐

Garage/Carport	Move-in Inspection	Initial Inspection (Pre-move-out Option)	Final Inspection (Move-out)
Electric fixtures	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Light bulbs	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Remote/Opener	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Floor	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Walls	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Garage door	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐

Front Porch	Move-in Inspection	Initial Inspection (Pre-move-out Option)	Final Inspection (Move-out)
Electric fixtures	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Light bulbs	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐

Back Porch	Move-in Inspection	Initial Inspection (Pre-move-out Option)	Final Inspection (Move-out)
Electric fixtures	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Light bulbs	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐

MOVE-IN/MOVE-OUT ITEMIZED STATEMENT

Yard	Move-in Inspection	Initial Inspection (Pre-move-out Option)	Final Inspection (Move-out)
Landscaping	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Sprinklers	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Fences/Gates	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐
Other	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐	N-☐ NC-☐ NP-☐ S-☐ R-☐

Number of Keys	Move-in Inspection	Initial Inspection (Pre-move-out Option)	Final Inspection (Move-out)
Door			
Laundry Room			
Mailbox			
Other			

According to state law:

Any security shall be held by the landlord for the tenant who is party to the lease or agreement. The claim of a tenant to the security shall be prior to the claim of any creditor for the landlord. (Civil Code Section 1950.5(d)). According to Civil Code Section 1950.5(b), the security deposit may be used by the owner for any purpose, including, but not limited to, any of the following:

(1)   The compensation of a landlord for a tenant's default in the payment rent.

(2)   The repair of damages to the premises, exclusive of ordinary wear and tear, caused by the tenant or by a guest or licensee of the tenant.

(3)   The cleaning of the premises upon termination of the tenancy necessary to <u>return the unit to the same level of cleanliness it was in at the inception of the tenancy.</u> The amendments to this paragraph enacted by the act adding this sentence shall apply only to tenancies for which the tenant's right to occupy begins after January 1, 2003. (Amendment underlined)

(4)   To remedy future defaults by the tenant in any obligation under this rental agreement to restore, replace, or return personal property or

appurtenances, exclusive of ordinary wear and tear, if the security deposit is authorized to be applied thereto by the rental agreement. From the time of the initial inspection until the termination of the tenancy, the tenant may remedy the deficiencies identified in the initial inspection, in a manner consistent with the rights and obligations of the parties under the rental agreement, in order to avoid deductions from the security deposit.

The law allows the Owner/Agent to use the security deposit for legal deductions itemized in this statement that are not corrected by the Resident prior to the termination of the tenancy or that were not identified due to the presence of the Residents' possessions during the time of the initial inspection. It also allows Owner/Agent to use the security deposit to correct any damages that occur to the unit/property between the time of the initial inspection and the termination of the tenancy.

An itemized statement will be sent to you within 21 calendar days after the Owner/Agent has regained possession of the premises

(Date)	*(Tenant)*
(Date)	*(Tenant)*

(Date)	*(Tenant)*
(Date)	*(Tenant)*

(Date)   *(Owner/Landlord/Agent)*