

# CHECK-IN SHEET

*Please print this form, complete it, sign and return to our office within 7 days of your lease start*

Candlewood Property Management LLC has provided this CHECK-IN SHEET as required by Wis Stat. 704.08. Tenants have 7 days from the date the lease starts to complete this Check-In Sheet and return it to our office.

**PREMISES:** \_\_\_\_\_

**LANDLORD/AGENT:** Candlewood Property Management, LLC

**Address:** 1004 First Street Suite 4, Stevens Point, WI 54481 **Telephone:** 715-344-7524 **Email:** rent@rentcandlewood.com

**TENANT(S):** \_\_\_\_\_

**DATE GIVEN TO TENANT(S):** \_\_\_\_\_

The purpose of this form is for Tenant to make comments, if any, about the condition of the Premises. **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.

ROOM/AREA	TENANT COMMENTS REGARDING CONDITION OF PREMISES
Living Room	
Dining Room	
Hallways	
Kitchen	
Bedroom 1	
Bedroom 2	
Bedroom 3	
Bedroom 4	
Bathroom 1	
Bathroom 2	

**CHECK-IN SHEET (Continued)**

ROOM/AREA	TENANT COMMENTS REGARDING CONDITION OF PREMISES
Exterior	
Garage/Parking	
Storage Area	
Outside Porch	
Other Comments	

**Use Additional Paper To Note Comments If You Need More Space**

**This is NOT a request for maintenance or repairs.  
All maintenance requests must be made separately through our office.**

**KEYS:** All rental units are provided with a minimum of 2 unit keys, 1 mailbox key, and one key or garage door opener per garage stall. Those units with more than two bedrooms will be provided with the number of copies of the unit key equal to the number of bedrooms in the unit.

Landlord may use this Check-In 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 1: \_\_\_\_\_ DATE: \_\_\_\_\_

TENANT 2: \_\_\_\_\_ DATE: \_\_\_\_\_

TENANT 3: \_\_\_\_\_ DATE: \_\_\_\_\_

TENANT 4: \_\_\_\_\_ DATE: \_\_\_\_\_