



# Westgate Apartments

1600 West Bradley Avenue | Champaign, Illinois 61821

Attention:  
If this form is not turned into the office by \_\_\_\_\_ we will assume your apartment is in perfect condition.

Initial \_\_\_\_\_

## MOVE IN/MOVE OUT CONDITION FORM

This form should be used to record condition of apartment at time of initial occupancy, and in order to be valid, must be returned to the Westgate Apartments leasing office within 72 hours after move in.

NAME \_\_\_\_\_ APT.# \_\_\_\_\_ PHONE # \_\_\_\_\_

### SPECIFY DAMAGED ITEMS ONLY

CHECK-IN CONDITION	CHECK-OUT CONDITION	CHARGE
<b>KITCHEN</b>		
Refrigerator _____	_____	_____
Range & Oven _____	_____	_____
Rangehood _____	_____	_____
Disposal _____	_____	_____
Countertops _____	_____	_____
Sink _____	_____	_____
Cabinets _____	_____	_____
Walls & Woodwork _____	_____	_____
Light Fixture & Bulbs _____	_____	_____
Other (explain) _____	_____	_____
<b>DINING/LIVING ROOM</b>		
Light Fixture & Bulbs _____	_____	_____
Entry Door _____	_____	_____
Walls & Woodwork _____	_____	_____
Windows & Screens _____	_____	_____
Other (explain) _____	_____	_____
<b>BATHROOM</b>		
Sink Tub & Tile _____	_____	_____
Countertop _____	_____	_____
Medicine Cabinet & Bulbs _____	_____	_____
Shower Rod _____	_____	_____
Door _____	_____	_____
Toilet & Toilet Seat _____	_____	_____
Walls & Woodwork _____	_____	_____
Other (explain) _____	_____	_____
<b>BEDROOMS</b>		
Walls & Woodwork _____	_____	_____
Baseboard heater _____	_____	_____
Door _____	_____	_____
Windows & Screens _____	_____	_____
Other (explain) _____	_____	_____
Closet Doors, Shelves & Rods _____	_____	_____
Carpeting _____	_____	_____

KEYS - ISSUED QUAD: \_\_\_\_\_ APT: \_\_\_\_\_

RETURNED \_\_\_\_\_

ISSUED-LAUNDRY CARD \_\_\_\_\_ HANGING CAR TAG(S) \_\_\_\_\_

POOL TAG(S) \_\_\_\_\_

ELECTRONIC CAR TAG(S) # \_\_\_\_\_

\_\_\_\_\_

I/WE AGREE THAT THE UNIT IS IN ACCEPTABLE CONDITION. I/WE UNDERSTAND THAT I/WE WILL BE CHARGED FOR ALL DAMAGE EXCEPT ITEMS CITED HEREON UPON MOVE-IN.

RESIDENT \_\_\_\_\_

RESIDENT \_\_\_\_\_

DATE \_\_\_\_\_

WESTGATE APARTMENTS \_\_\_\_\_

DATE \_\_\_\_\_

I/WE ACCEPT THE AFOREMENTIONED CHECK-OUT CONDITION LIST AS A PART OF THE RENTAL CONTRACT AND AGREE THAT IT IS AN ACCURATE ACCOUNT OF THE CONDITION OF SAID PREMISES.

RESIDENT \_\_\_\_\_

RESIDENT \_\_\_\_\_

DATE \_\_\_\_\_

WESTGATE APARTMENTS \_\_\_\_\_

DATE \_\_\_\_\_

TOTAL DAMAGE & CLEANING CHARGES DUE \$ \_\_\_\_\_