



I-House (long-term) Rental Property Check

BUILDING/APARTMENT NUMBER:	RESIDENT NAME:
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International House Rental Property

- I-House verifies that all contents of the apartment including alarms, fire extinguishers, plumbing, and electrical are in working order. Residents agree to report any problems immediately to Building Service/I-House Staff.
- Resident and Building Service check the unit together after arrival and before departure. The conditions of the apartment are checked and problems/damages are identified.
- This document is one of the criteria used to determine if the resident needs to pay any fees for repairs, cleaning, and damage at the time of departure.
- The resident is responsible to maintain the apartment in its original condition, taking in to account normal wear and tear.
- The resident must pay for the cost of replacement or repair for any damages caused by their negligence as determined by the I-House Staff.
- Each party signs (Resident signature indicates agreement to the aforementioned rules, document contents, and all other rules and guidelines in the RIKEN International House Manual), and keeps a copy of this document.

Revised 2018-06-25

ARRIVAL INSTRUCTIONS: Please check each item, and include a brief description in "Comments" if you find any problems/damage with any of the items listed including other parts or contents of the apartment.

- KITCHEN** (wall, floor, lights, ceiling, and sanitary conditions)
- Kitchen Utensils
- Dish cabinet
- Microwave and stand
- Refrigerator interior and exterior

- Oven Toaster
- Rice Cooker
- Electric Kettle
- Stove
- Exhaust fan
- Sink/Counters
- Cabinets

- DINING ROOM** (wall, floor, lights, ceiling, windows, curtains)
- Dining Table
- Dining Chairs
- Remote Control
- TV and TV Table

- DOORS** (inside doors)
- Entrance Door
- Sliding Door(s)
- Keys
- Locks
- Door bell/Intercom

- COMMON AREAS** (wall, floor, lights, ceiling, windows, curtains)
- Desk and Chair
- Study Room
- Flash Light
- Fire Extinguisher
- Telephone
- Air Conditioner
- Vacuum Cleaner
- Internet Modem/Wi-Fi device

- BATHROOM** (wall, floor, lights, ceiling, and sanitary conditions)
- Toilet
- Bath/Shower inside and outside
- Floor
- Bath Mat
- Sink and Vanity
- Welcome Kit (bath and face towels, garbage bags, toilet paper, soap, slippers)

- BEDROOM** (wall, floor, lights, ceiling, windows, curtains)
- Bed and side table
- Bed Pad
- Sheets
- Blanket
- Pillow
- Pillowcases
- Futon
- Futon Cover

- LAUNDRY** (wall, floor, lights, ceiling)
- Washing Machine
- Dryer
- Iron and Ironing Board

- LIVING ROOM** (wall, floor, lights, ceiling)
- Window, Curtains
- Living Room Table
- Sofa

ARRIVAL COMMENTS:

ARRIVAL RENTAL PROPERTY CHECK DATE: _____

I-House Staff Name (Sign)

Resident Name (Sign)

DEPARTURE INSTRUCTIONS: Please include a brief description if any items are damaged, need replacement, or require special cleaning. The resident is responsible for damages discovered before or after departure, if the I-House determines it occurred during the resident's stay.

Departure Damage/Missing Item report:

- Walls

- Floors

- Doors and windows

- Electric appliances

- Furniture

- Nothing to report (no damages or missing items)

Charges for damages/missing items will be assessed and billed to residents (before and/or after departure).

DEPARTURE RENTAL PROPERTY CHECK DATE: _____

I-House Staff Name (Sign)

Resident Name (Sign)