

# SAMPLE



## I-House (long-term) Rental Property Check

- **The resident completes the Rental Property Inspection Checklist, signs (resident signature indicates agreement to document contents), and brings the checklist to the I-House Office within 3 business days.**
- 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.
- 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.
- I-House Staff check the unit before the residents' arrival and departure.
- The conditions of the apartment are checked and problems/damages are identified.
- The residents are responsible to maintain the apartment in its original condition, taking in to account normal wear and tear.
- Apartments will be inspected 2 weeks before departure; resident's presence is required.
- If the unit is damaged and in poor condition at the time of departure, another inspection will be conducted before departure. Please be present during the inspection.
- The resident must pay for the cost of replacement or repair for any damages discovered during or after their stay, if it's determined by I-House Staff to be caused by the resident.

Revised May, 2019

Room No.

Residents Name

ARRIVAL INSTRUCTIONS: Please make a check mark next to any items below that appear to be damaged or missing. If you find anything wrong that is not listed (especially walls and floors), please include it in the Arrival Comments. Bring the completed checklist to the I-House Office within 3 business days of moving in.

### Rental Property Inspection Checklist (CHECK THE ITEM ONLY IF SOMETHING IS WRONG)

Items (Furniture and etc.)		Check (✓)	Items (Electronic and etc.)	Check (✓)
Kitchen	Kitchen Utensils		Air Conditioner & Remote control	
	Dish cabinet		TV , TV table & Remote control	
	Sink/Counters		Stove/IH heater	
	Cabinets		Exhaust fan(Toilet and Bathroom)	
Dining	Table and Chair(s)		Microwave and stand	
Washroom	Wash stand		Oven Toaster	
Bathroom	Toilet		Rice cooker	
	Bath/Shower inside outside		Electric kettle	
	Bath mat		Washing machine and Dryer	
Bedroom	Bed(s)		Hot water supplier	
	Bed pad		Flashlight	
	Sheets		Telephone	
	Blanket		Intercom/Door bell	
	Pillow and Pillow case		Internet modem/Wi-Fi device	
	Futon and Futon cover		Vacuum cleaner	
	Hangers		Iron and ironing board	
	Side table		Fire Extinguisher	
Living room (only family type)	Living room table		Keys and Lock	
	Sofa		Broom and dustpan	
Study room (only family type)	Desk and Chair		Holding hanger	
	Bed		Desk stand lamp	
Entrance shelf	Helmet(s)		Welcome kit(bath and face towel, slippers)	
			Manuals	

Arrival Comments:

For I-House  
Use Only

I hereby agree to all I-House rules regarding rental property and attest to the accuracy of the above rental property check.

Resident Name (Sign): \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

Room No.

Residents Name

**PRE-DEPARTURE Rental Property Inspection:**

CHECK DATE: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Apartments will be inspected 2 weeks before departure; resident's presence is required. Items that are damaged, need replacement, or need special cleaning are listed below. The resident must pay for the cost of replacement or repair for any damages discovered during or after their stay, if it's determined by I-House Staff to be caused by the resident.

**Poor Condition/Damage/Missing Item Report:**

Walls

Floors

Doors and windows

Electric appliances

Furniture

Good condition, no damage or missing items at the time of the Pre-Departure Rental Property Inspection

*Photos Taken*

Cleaning

Place \_\_\_\_\_

Place \_\_\_\_\_

Place \_\_\_\_\_

Damage

Place \_\_\_\_\_

Place \_\_\_\_\_

Place \_\_\_\_\_

Please sign here

Resident Name (Sign/Seal)

I-House Staff Name (Sign/Seal)