

Unit No: \_\_\_\_\_  
 Building: \_\_\_\_\_  
 Date: \_\_\_\_\_

This form is only for use between Sublessor and Sublessee.

**TENANT CHECK-IN SHEET**

Tenant Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

On behalf of my entire apartment, I confirm that I have been instructed to review the following information online at: <http://apartments.jsmliving.com/living-guide>

- \_\_\_\_\_ JSM Rules & Regulations
- \_\_\_\_\_ General Information - Apt Living Guide
- \_\_\_\_\_ Maintenance Fee - Apt Living Guide
- \_\_\_\_\_ Instructions to review entire Apt Living Guide-guide

\*Refer to Section 1, Paragraph 5 of your lease for furniture/appliance inventory

Kitchen/Bar/Dinette Areas	Notes
Refrigerator / Freezer	
Stove / Oven	
Beverage Chiller (if applicable)	
Microwave (if applicable)	
Sink	
Countertops	
Cabinets	
Dishwasher (if applicable)	
Floor	
Walls	
Furniture/ Appliances	Refer to your lease: Section 1, Paragraph 5 for a complete inventory

Bathroom #1	Notes
Tub / Shower	
Shower Doors/ Shower rod	
Toilet / Toilet seat	
Mirror / Cabinet	
Vanity / Sink	
Walls/ Baseboards	
Floors	
Door	

Bathroom #2	Notes
Tub / Shower	
Shower Doors/ Shower rod	
Toilet / Toilet seat	
Mirror / Cabinet	
Vanity / Sink	
Walls/ Baseboards	
Floors	
Door	

Living Room	Notes
Floor	
Walls / Baseboards	
Window / Patio Door	
Patio / Balcony	
Blinds	
Furniture	Refer to your lease: Section 1, Paragraph 5 for a complete inventory

Bathroom #3	Notes
Tub / Shower	
Shower Doors/ Shower rod	
Toilet / Toilet seat	
Mirror / Cabinet	
Vanity / Sink	
Walls/ Baseboards	
Floors	
Door	

Continued on the backside

<b>Bathroom #4</b>	<b>Notes</b>
Tub / Shower	
Shower Doors/ Shower rod	
Toilet / Toilet seat	
Mirror / Cabinet	
Vanity / Sink	
Walls/ Baseboards	
Floors	
Door	

<b>BR #3</b>	<b>Notes</b>
Closet Shelves	
Bookshelves (if applicable)	
Floor	
Ceiling Fan (if applicable)	
Window/Blinds	
Door	
Furniture	Refer to your lease: Section 1, Paragraph 5 for a complete inventory

<b>BR #1</b>	<b>Notes</b>
Closet Shelves	
Bookshelves (if applicable)	
Floor	
Ceiling Fan (if applicable)	
Window/Blinds	
Door	
Furniture	Refer to your lease: Section 1, Paragraph 5 for a complete inventory

<b>BR #4</b>	<b>Notes</b>
Closet Shelves	
Bookshelves (if applicable)	
Floor	
Ceiling Fan (if applicable)	
Window/Blinds	
Door	
Furniture	Refer to your lease: Section 1, Paragraph 5 for a complete inventory

<b>BR #2</b>	<b>Notes</b>
Closet Shelves	
Bookshelves (if applicable)	
Floor	
Ceiling Fan (if applicable)	
Window/Blinds	
Door	
Furniture	Refer to your lease: Section 1, Paragraph 5 for a complete inventory

<b>BR #5</b>	<b>Notes</b>
Closet Shelves	
Bookshelves (if applicable)	
Floor	
Ceiling Fan (if applicable)	
Window/Blinds	
Door	
Furniture	Refer to your lease: Section 1, Paragraph 5 for a complete inventory

**Notes:**


Date Received: \_\_\_\_\_

Sublessee Signature \_\_\_\_\_

Sublessor Signature \_\_\_\_\_