



I-House (long-term) Condition of Rental Property Checklist

- Instructions: Resident completes this checklist within three days of moving in and the resident and I-House Staff review property and completed checklist together and mutually agree on the condition of the property upon move-in by signing this form.
- Each party keeps a copy of the signed checklist.
- Resident and I-House Staff use the move-in checklist during the pre-move out inspection and again to determine if the resident needs to pay any fees for repairs, cleaning, and damage after move-out.
(Please see the RIKEN International House Manual for Long-term Residents: Rules and Guidelines: Responsibility for Maintaining the I-House (long-term) Unit in its Original State)

Building and Unit

Resident Name (Print)

I-House Staff Name (Print)

Please include a brief description in the "Condition" column if you find any problems.

ITEM	CONDITION ON ARRIVAL	CONDITION ON DEPARTURE
Wall, Floor, Lights Ceiling	<i>Example: damage, stains, mold, etc.</i>	
Living/Dining		
Bed Room		
Kitchen		
Laundry		
Bath Room		
Toilet		

Study Room		
Window, Curtain	<i>Example: damage, cracks, deformation, stains, etc.</i>	
Living Dining		
Bed Room		
Study Room		
Doors	<i>Example: damage, deformation, stains, lost or missing keys, lock damage etc.</i>	
Entrance Door		
Door(s)		
Sliding Door(s)		
Furniture	<i>Example: damage, stains, deformation, lost items or missing accessories, etc.</i>	
Dining Table		
Dining Chairs		
Living Room Table		
Sofa		
Desk and Chair		
Bed and Side table		
Kitchen Utensils		
Dish cabinet		
Microwave stand		
Appliances	<i>Example: damage, deformation, stains, lost items, aging, missing accessories, etc.</i>	
Air Conditioner		
Remote Control		
TV and TV Table		
Vacuum Cleaner		
Washing Machine		
Dryer		
Iron and Ironing Board		
Refrigerator		
Oven Toaster		
Microwave		
Rice Cooker		
Electric Kettle		
Gas stove		
Exhaust fan		
Telephone		
Door bell		

Internet Modem		
Flash Light		
Fire Extinguisher		
Sanitary conditions	<i>Example: damage, stains, deformation, lost items, clogging, worn gaskets , etc.</i>	
Kitchen		
Bath & Wash Room		
Toilet		
Beddings & Linen	<i>Example: stains, lost items, etc.</i>	
Bed Pad		
Sheets		
Blanket		
Comforter		
Covers for comforter		
Pillow		
Pillowcases		
Bathroom Linen	<i>Example: stains, lost items, etc.</i>	
Bath Mat		
Bath Towel		
Face Towel		
Other		
Other		
Other		

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 I-House Staff, if possible send photos.

Comments:

By signing below the resident and I-House Staff acknowledge and agree to all of the following:

- The checklist prepared above is mutually agreed upon by both the resident and the I-House Staff.
- The conditions of the room were checked and identified as mentioned above.
- The resident agrees to pay for any damage to the facilities or fixtures caused by their negligence, and for special cleaning costs if it is required for conditions that do not meet normal cleaning criteria, as determined by the I-House Staff.

MOVE-IN INSPECTION DATE _____

I-House Staff Name (Sign)

Resident Name (Sign)

MOVE-OUT INSPECTION DATE _____

I-House Staff Name (Sign)

Resident Name (Sign)