

# HPM INSPECTION CHECK IN SHEET

Address: 719 MELROSE CT

Move in date: \_\_\_\_\_ Received: 10-12-07 Work order done? \_\_\_\_\_ Date: \_\_\_\_\_

Wants: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Please note the exact location and write a brief description of any damage in the unit. Additional information may be wrote on another paper and turned into the office with this check in sheet.

<b>KITCHEN:</b>	
Floors & baseboards	OK
Walls & ceilings	OK
Switches & outlets	OK
Sink & counter top	OK - VARNISH UNDER THRESHOLD NEAR SINK
Cabinets	OK
Stove/range/hood	SMALLISH, BUT OK
Refrigerator	MISSING LOWER RAIL IN DOOR
Garbage disposal	OK
Microwave	
Dishwasher	OK, RACKS BENT + DISCOLORED
Windows/screens	WINDOW CRACKED ONE PANE CLOUDY
Window coverings	
Lights	OK
Other	
<b>LIVINGROOM:</b>	
Doors, locks, stoppers	OK
Floors/carpet	OK. VARNISH WORN IN HIGH TRAFFIC AREAS
Walls & ceiling	OK. CRACKS IN CEILING + WALLS
Windows/screens	SCREEN MISSING ON SLIDING DOOR. LEFT MOST WINDOW NOT ATTACHED TO OPERATOR.
Window coverings	OK
Switches & outlets	SEVERAL TOP SOCKETS NOT WORKING. MAY BE RELATED TO SWITCH BY DOOR THAT HAS NO APPARENT FUNCTION
Lights	OK
Closet	OK
Other	MUSTY SMELL WON'T GO AWAY
<b>BATHROOM:</b>	
Doors & locks	UPSTAIRS BATH: ONE WINDOW LACKS DOUBLE PANE
Floors & baseboards	COULD REALLY USE A FAN. (PAINT DAMAGE)
Walls & ceilings	
Shower & tub	
Sink & counter	
Toilet	
Lights	
Switches & outlets	
Medicine Cabinet	
Storage cabinets	
Closet/shelves	
Towel racks/fixtures	
Other	
<b>TV ROOM:</b>	
Doors, locks stoppers	MAIN WINDOW SINGLE PANE DO
Floors/carpet	THRESHOLD BROKEN
Walls & ceiling	
Windows/screens	

Window coverings  
Switches & outlets  
Lights  
Closet  
Other

**BEDROOM 1:**

Doors, locks, stoppers  
Floors/carpet  
Walls & ceiling  
Windows/screens  
Window coverings  
Switches & outlets  
Lights  
Closet

**BEDROOM 2:**

Doors, locks stoppers  
Floors/carpet  
Walls & ceiling  
Windows/screens  
Window coverings  
Switches & outlets  
Lights  
Closet

**BEDROOM 3:**

Doors, locks stoppers  
Floors/carpet  
Walls & ceiling  
Windows/screens  
Window coverings  
Switches & outlets  
Lights  
Closet

**BASEMENT:**

Floor  
Walls & ceiling *CEILING TILES MISSING @ BOTTOM OF STAIRS*  
Washer/dryer *WASHER TENDS TO WANDER IN CURRENT LOCATION*  
Lights  
Switches & outlets  
Doors, locks, stoppers  
Other *WATER IS MAIN ROOM WHEN IT RAINS.*

**GARAGE:**

Doors, locks, openers  
Walls & ceilings  
Lights

**CH/YARD/DRIVEWAY:**

**OTHER:**