



Phone 762-5400

1111 MILWAUKEE AVENUE • P.O. BOX 40  
SOUTH MILWAUKEE, WISCONSIN 53172

Assembly Committee on Housing  
Landlord-Tenant Omnibus Bill Hearing

February 29, 1996

I have come here today to dispel the Ebenezer Scrooge, Snidely Whiplash stereotype of the landlord as a societal vulture, preying on all that is good or noble. I am Jay Benkowski, Treasurer of Benkowski Builders, Inc. Benkowski Builders is an equal opportunity housing provider and a family-owned property management company located in Southeastern Wisconsin and doing business in Kenosha, Milwaukee, and Racine counties. Neither I, nor any of our employees wear black stove pipe hats, condone the practice of "slumlording" or the falsification or wrongful withholding of security deposits.

The purpose of my coming here today is to discuss the tenant landlord omnibus bill; specifically the issue of rebuttable presumption and the relevance of this concept in today's rental market. Since 1993, Benkowski Builders, Inc. has gone to court annually more than in all its previous 39 years of business combined. For the three (3) years since 1993, the occurrence of property damage to rental units in excess of \$1,000.00 has increased over 250%. In the last fiscal year, approximately 20% of all move-outs resulted in damages in excess of \$1,000.00. Losses due to property damage are compounded by the fact that, in addition to them, there is the possibility of lost rent which may have occurred as a result of "rent-skipping" during a tenant's occupancy, and an owner may face additional income losses due to often prolonged vacancies while completing extensive repairs. To cite some figures from our records, since 1993 in cases where damages to a unit have totaled more than \$1,000.00, the labor and replacement costs have averaged \$1,500.00. On top of this, income lost due to the vacancy is an additional \$1,250.00 (for a \$500.00/monthly rental). The net loss per damaged unit comes to a total of \$2,750.00. These figures do not reflect additional costs for court papers, service and documentation fees, and time spent in preparing paperwork and making court appearances. It is all too clear how a rental unit can quickly show a negative cash flow well in excess of its potential annual return.

The current rental market will not permit and, more importantly, today's average renter cannot afford, a security deposit equal to or in excess of one (1) month's rent. Therefore, landlords start in a relatively disadvantaged position where potential exposure to lost rent and damages is very real. Increasingly, tenants in a personal bind or experiencing financial problems will abandon their unit. They do so without any sense of responsibility for the condition of the vacated unit, not to mention, the terms of the lease agreement they have broken.

Three weeks ago when I was in county court for a small claims suit, I was advised by a county court commissioner that move-in documentation filled out and signed by a former tenant, photographs documenting the condition of the unit when vacated and paid invoices to the various subcontractors hired to perform repairs relevant to the assessed damage deduction statement were not relevant, factual, or substantial.



On the other hand, the former tenant brought in a two (2) page type-written statement and in oral remarks used the word "NASTY" approximately 25 times. In the Court's interpretation, this "evidence" was as factual as the photographs, maintenance reports and vendors' invoices I had presented to it.

Furthermore, the Court advised Benkowski Builders, Inc. to walk away from the case because, it counseled, if this case were to proceed to trial, every contractor who had worked on the unit would need to be present as a witness for cross-examination at the trial. In all likelihood, this would require that these contractors spend approximately four (4) hours in court or, from my perspective, I would be responsible for a half day's wages for the following tradespeople:

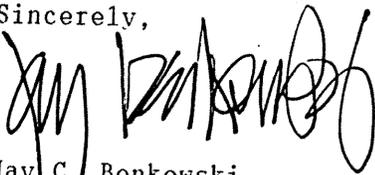
- A. Painter
- B. Electrician
- C. Carpenter
- D. Flooring installer
- E. Carpet installer
- F. Cleaning service
- G. Benkowski Builders staff (5 employees)

or approximately six (6) trades at +\- \$150.00 each or \$900.00 and five (5) office personnel at \$800.00 for a total minimum out-of-pocket expense of \$1,700.00 in order to reach a settlement, with luck, of \$ 0.50 on the dollar or as is more the case, an uncollectible judgement for \$750.00 on a \$1,500.00 damage suit.

It goes without saying that if the current trend continues, significant problems will surface in the affordable housing market, housing stock will degrade, good tenants will be forced to share the burden created by their "dead beat" neighbors and, in situations where no cash-flow can be generated, not only will housing stock decline but, more importantly, neighborhoods will further destabilize. This legislation is not only key to the health and viability of the rental industry, but to the well-being and future of our communities.

In closing, I would like to share a copy of the "Quarter's Clearance Documents" currently in use by the United States Coast Guard which sets standards and defines that grey area known as "wear and tear". The document is factual, easily understood and, above all, is equitable to both parties. The use of such a guideline as well as the proposed modifications to AG 134 requiring tenants to warrant that damages existed prior to occupancy in situations where damages are in excess of \$1,000.00 would result in tenants becoming actively responsible for the condition of their units. This would help improve the quality of existing housing stock and, again, looking at the bigger picture, it would contribute importantly to restabilizing neighborhoods in decline.

Sincerely,



Jay C. Benkowski  
Treasurer, Benkowski Builders, Inc.

January 17<sup>th</sup> 1995

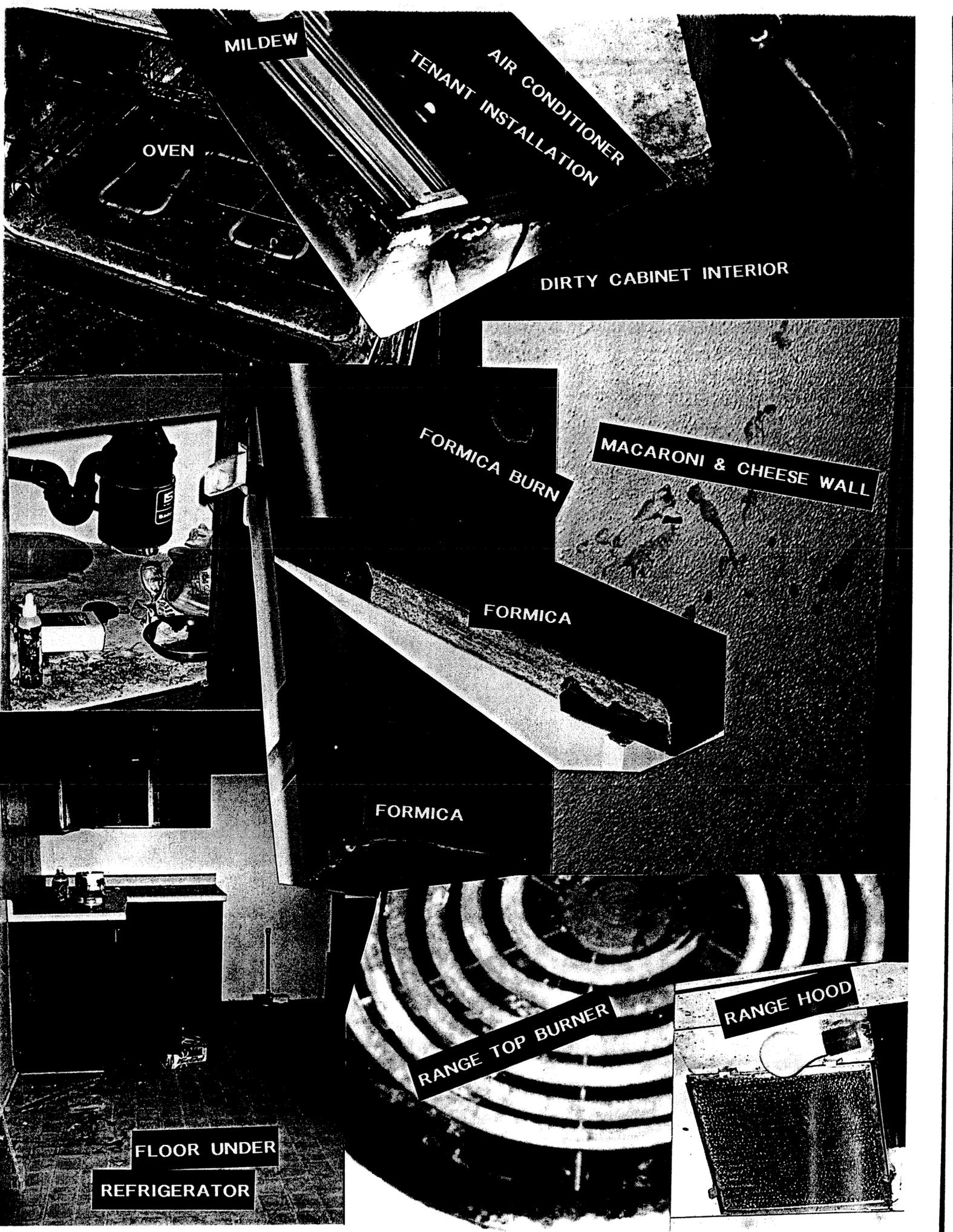
To Whom it may concern

I'm writing you this letter to inform you that I have no other choice but to vacate the townhouse at 1738 Marquette Ave. the reason being I cannot afford it alone it was rented to both of us as roommates and being that Mr Gilbertson choose to vacate and simply leave me with this months rent to come up with by myself at the last minute with all the expenses of Christmas and all I just can not do this alone at this time. The townhouse is now empty with the key inside on the counter you can use the security deposit.

for half of this months  
rent and any other  
expenses you might  
inquire, being that there  
is \$1,005.00 in security  
that's more than enough  
to cover your expenses  
I'm terribly sorry for  
the inconvenience but I  
have no other option.

Thank you

Kim Schimp



MILDEW

AIR CONDITIONER  
TENANT INSTALLATION

OVEN

DIRTY CABINET INTERIOR

FORMICA BURN

MACARONI & CHEESE WALL

FORMICA

FORMICA

RANGE TOP BURNER

RANGE HOOD

FLOOR UNDER

REFRIGERATOR

DUCT TAPE

WINDOW

SCREEN

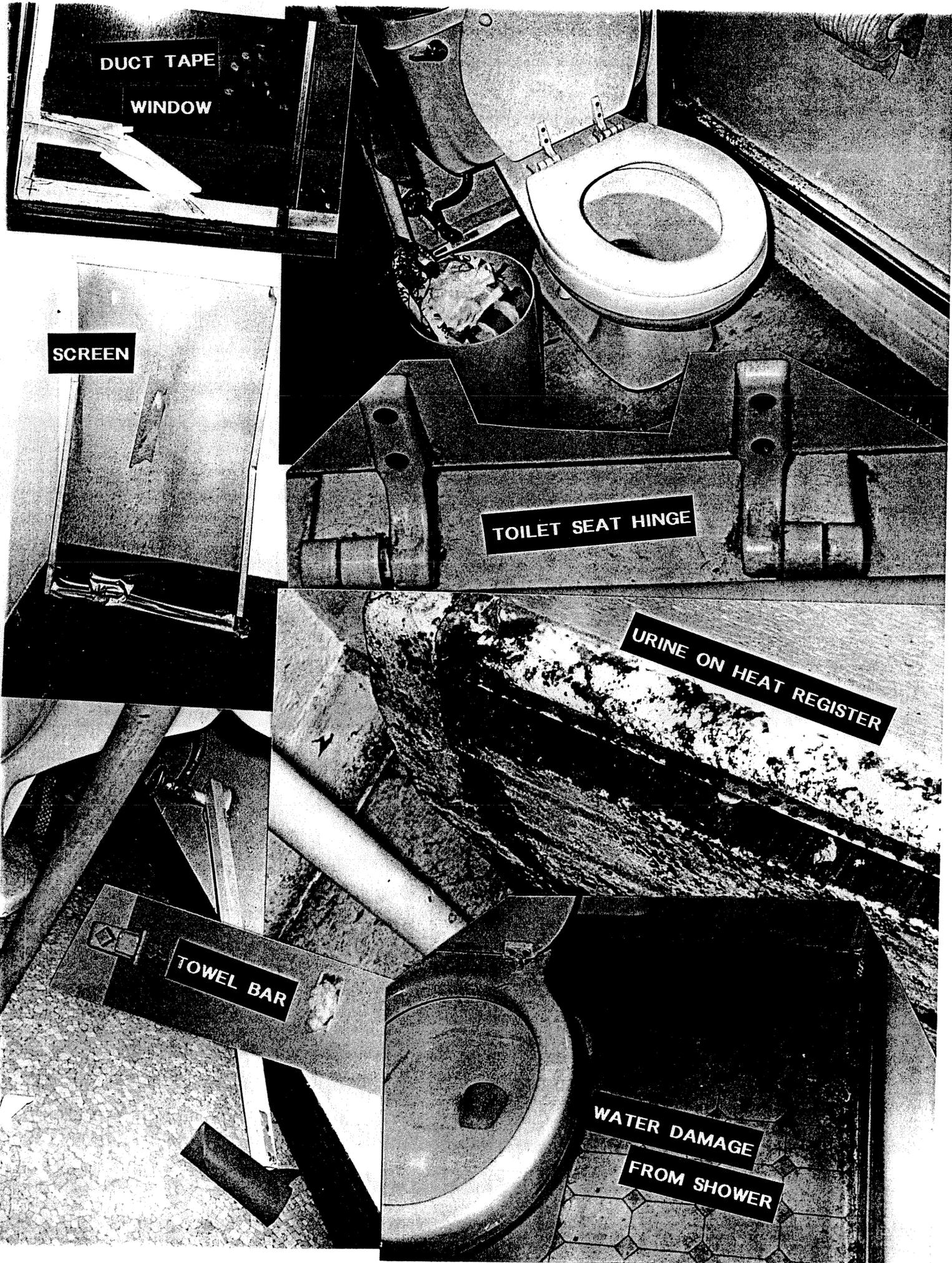
TOILET SEAT HINGE

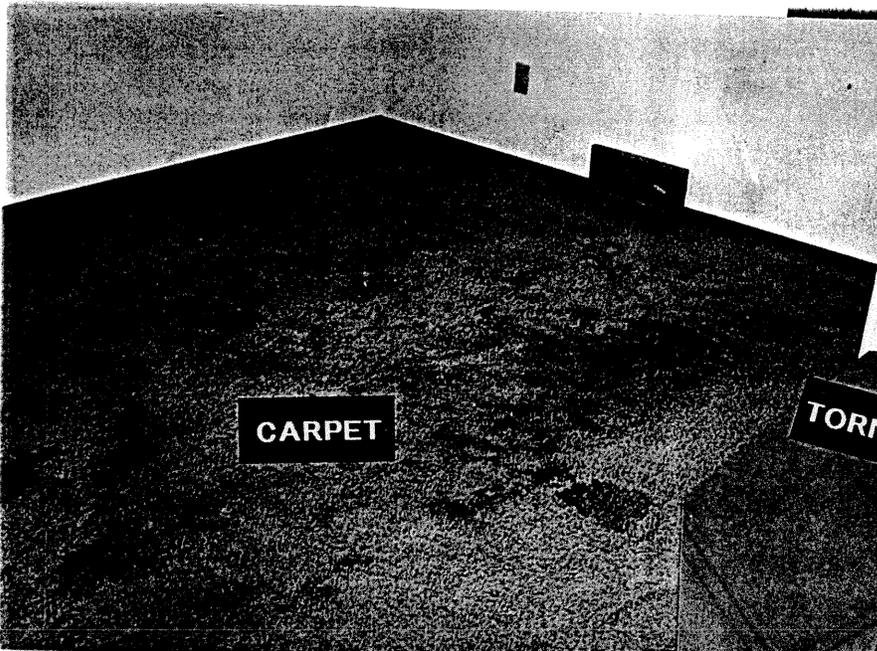
URINE ON HEAT REGISTER

TOWEL BAR

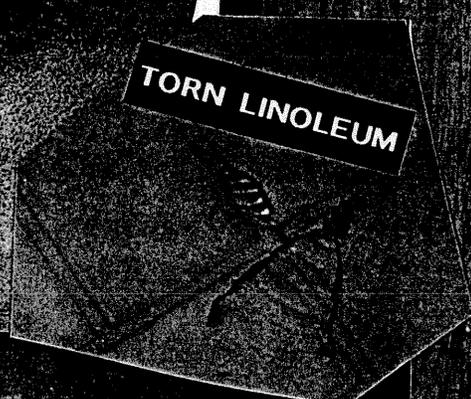
WATER DAMAGE

FROM SHOWER

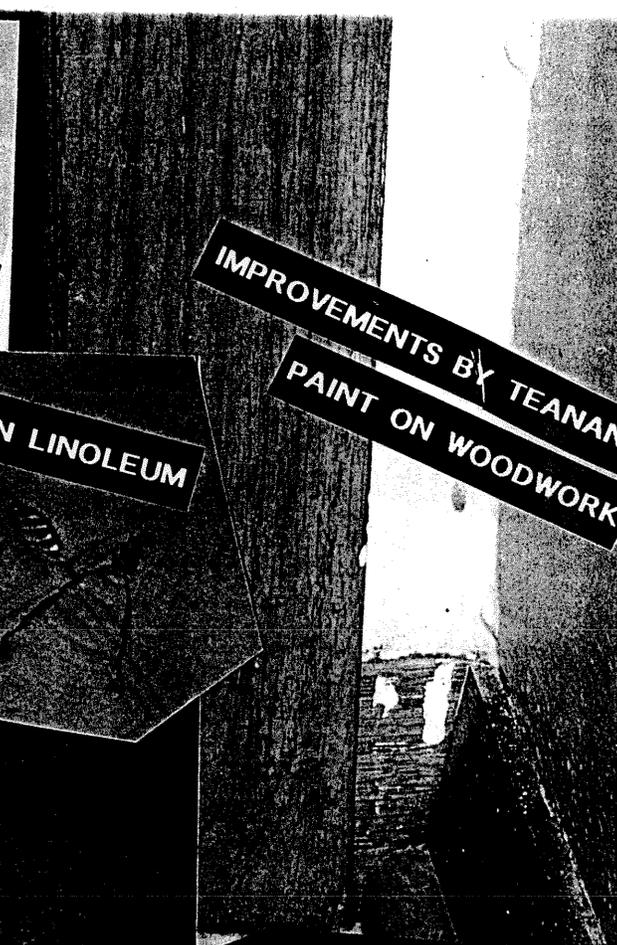




CARPET



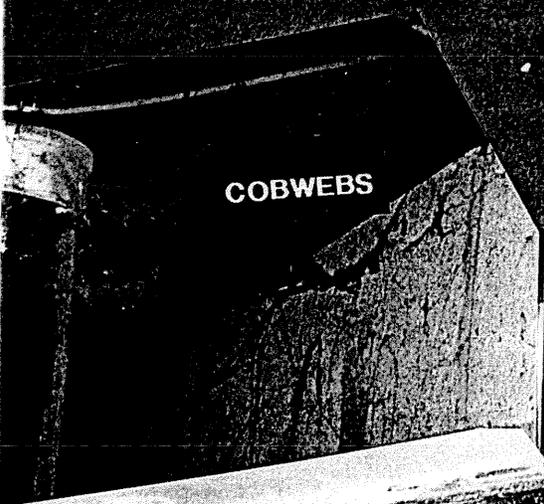
TORN LINOLEUM



IMPROVEMENTS BY TEANAN  
PAINT ON WOODWORK



CARPET



COBWEBS



GREASE ON BASE OF CABINET



ABANDONED JUNK



PAINT SPLATTERS



CABLE INSTALLATION



IMPROVEMENTS BY TEANANT



ABANDONED JUNK IN BASEMENT



Phone 762-5400

1111 MILWAUKEE AVENUE • P.O. BOX 40  
SOUTH MILWAUKEE, WISCONSIN 53172

February 3, 1995

Ms. Kim Schimp/Mr. Scott Gilbertson  
1738 Marquette Avenue  
South Milwaukee, WI 53172

PLEASE FORWARD  
ADDRESS CORRECTION REQUESTED

January Rent	\$670.00
January Late Fee	15.00
February Rent	670.00
February Late Fee	15.00
March Rent	670.00

**HAULING:**

- Pick up and remove to waste deposit station wall-to-wall carpeting and pad due to molding caused by residents tracking in snow during move out from living room, stairwell and 2nd floor hallway.  
2.00 hour @ \$15.00/hour 30.00  
Trucking Charge (1 Load) 50.00

**CLEANING:**

Entry

- Remove window blind from door.  
.10 hour @ \$15.00/hour 1.50
- Remove cellophane tape and dried adhesive from door glazing, frame and surrounding casework.  
.25 hour @ \$15.00/hour 3.75
- Wash tiled alcove floor to remove dirt.  
.10 hour @ \$15.00/hour 1.50

Living Room

- Remove four (4) window blinds from two (2) windows.  
.40 hour @ \$15.00/hour 6.00
- Wash down woodwork, window casework and glazing to remove dust, dirt and cellophane tape.  
.50 hour @ \$15.00/hour 7.50

Kitchen

- Remove two (2) window blinds from two (2) windows.  
.20 hour @ \$15.00/hour 3.00
- Remove window blind from kitchen entry door.  
.10 hour @ \$15.00/hour 1.50

- Kitchen
9. Remove plexiglass panel silicone sealed to kitchen door glazing. Remove excess silicone from glass and casing.  
1.00 hour @ \$15.00/hour 15.00
  10. Clean floor of kitchen, hall and powder room; remove peanut butter and jelly residue dried on floor, urine and grime build up.  
1.00 hour @ \$15.00/hour 15.00
  11. Clean kitchen cabinetry, baseboard and door surrounds with T.S.P. detergent. Remove residue from both exterior and interior of cabinets. Clean drawer interiors and remove solidified liquids/foods. Remove contact paper throughout cabinetry.  
2.00 hour @ \$15.00/hour 30.00
  12. Clean, bleach and polish sink and faucet trims.  
.25 hour @ \$15.00/hour 3.75
- Powder Room
13. Remove window blind.  
.10 hour @ \$15.00/hour 1.50
- Basement
14. Remove chalk scribbles from stairwell woodwork and stair treads, basement walls, furnace, hot water heater and stationary tubs.  
2.00 hour @ \$15.00/hour 30.00
  15. Remove plexiglass panels silicone sealed onto basement windows by resident. Remove excess accumulation from glazing and framework.  
1.00 hour @ \$15.00/hour 15.00
  16. Vacuum dryer lint, dust and cobwebs from dryer area ceiling; unit was not hooked up to exterior vent?  
.50 hour @ \$15.00/hour 7.50
- Full Bathroom
17. Clean tub and shower surround to remove mildew and soap scum accumulation; polish trims.  
1.00 hour @ \$15.00/hour 15.00
  18. Wipe down bath vanity to remove spilled liquids and accumulations. Clean, bleach and polish counter, lavatory and trims.  
.50 hour @ \$15.00/hour 7.50

	<u>North Bedroom</u>	
19.	Remove pen writing on light switch. .10 hour @ \$15.00/hour	1.50
20.	Remove cellophane tape from walls; remove dried adhesive .25 hour @ \$15.00/hour	3.75
	<u>South Bedroom</u>	
21.	Clean closet doors to remove scribbles and pen/pencil scrawled 'ar' on door. .50 hour @ \$15.00/hour	7.50
	<u>General</u>	
22.	Wash walls of 2nd floor stair hall with T.S.P.; remove excess markings, dirt, grease and scribbles. 1.00 hour @ \$15.00/hour	15.00
23.	Clean wall-to-wall carpeting of three (3) bedrooms only. Prespot and treat as required using the "Host" method dry cleaning system. Standard Charge (3 Rooms @ \$20.00/each)	60.00
24.	Wash windows track and frame assemblies throughout residence (approximately 9 glazing units) 1.50 hour @ \$15.00/hour	22.50
25.	Remove trash dumped into unit recycling container by resident .10 hour @ \$15.00/hour	1.50
	<b>REPAIR/REPLACE:</b>	
	<u>Entry</u>	
26.	Replace missing track pin from storm window insert. Labor and materials	5.00
27.	Repair storm door insert frame components "bent" window/screen will not fully seal. .50 labor @ \$40.00/hour Materials (Estimate)	20.00 5.00
28.	Repair "torn" bronze weatherstripping at entry door. .25 labor @ \$40.00/hour Materials (Estimate)	10.00 2.50
29.	Replace entry door deadbolt "works extremely hard", bolt is bent. .50 hour @ \$40.00/hour Deadbolt	20.00 10.00

Entry

30. Resecure lockset on entry door.  
.10 hour @ \$40.00/hour 4.00
31. Replace living room, stairwell and second floor hallway carpeting due to staining, juice, cigarette ashes and excessive amount of food/candy residue matted into carpet fibers including moisture damage. Carpeting is rated for a 96 month wear life. Installed 9/1/89; carpeting is 53 months old.  $96 - 53 = 43$  months of wear life remaining. Room size 12'x 41'5" = 498 sq. ft. or 55.33 sq. yd. Initial cost was \$406.60/96 (months of wear life) = \$4.24/month of use. Prorated value of carpeting is 43 (months of remaining wear life) x \$4.24 (value of carpeting/month of wear life)  
Remaining value in floor 182.32

Kitchen

32. Replace missing cap on gas line.  
Labor and materials 3.00
33. Repair kitchen drawer track assembly.  
.25 labor @ \$40.00/hour 10.00  
Materials 5.00
34. Resecure loose wall mounted door stop "punched" into sheetrock.  
.25 hour @ \$40.00/hour 10.00  
Materials N.C.
35. Replace basement door strike side casework and jamb leg due to residents installation of a surface mounted slide bolt cut into case and jamb.
- | Repair Time        | Task   |        |
|--------------------|--|--------|
| .50                | Expedite materials to job site   |        |
| 2.00               | Remove casework on "2" sides and jamb leg. Mortise new jamb leg for striker; shim tolerance to door. Miter new casework, trim piece, finish reassembly |        |
| <u>2.50</u>        | hour @ \$40.00/hour  | 100.00 |
| Materials:         |  |        |
|                    | 7 L.F. Red Oak 2 1/4 ranch case @ \$.72/L.F.   | 5.04   |
|                    | 7 L.F. Red Oak 4 1/2 x 5/8" jamb stock   | 12.82  |
| <u>Repair Time</u> | <u>Task</u>  |        |
| 1.00               | Sand, stain, seal, varnish, putty, varnish above woodwork repairs  |        |
| <u>1.00</u>        | hour @ \$25.00/hour  | 25.00  |

	<u>Basement</u>	
36.	Replace broken porcelain light fixture; pull chain switch does not operate. .25 hour @ \$40.00/hour Light fixture	10.00 5.00
37.	Replace missing cap on gas line. Labor and materials	3.00
	<u>Second Floor</u>	
38.	Resecure loose wrought iron bannister on 2nd floor hallway. .25 hour @ \$40.00/hour Materials	10.00 N.C.
	<u>Full Bath</u>	
39.	Repair and reassemble floor register housing/vent assembly. .10 hour @ \$40.00/hour	4.00
40.	Replace "bent" bathroom window vent screen; approximate size 1'6" x 9" or 1.73 sq. ft. @ \$5.00/sq. ft.	5.65
	<u>North Bedroom</u>	
41.	Rehang pair of by-passing closet doors; replace broken floor track; resecure loose fascia strip above closet. .50 hour @ \$40.00/hour Track guide assembly	20.00 5.00
42.	Replace missing wall mount phone jack module. .10 hour @ \$40.00/hour Phone jack module	4.00 5.00
	<u>South Bedroom</u>	
43.	Replace missing wall mount phone jack module. .10 hour @ \$40.00/hour Phone jack module	4.00 5.00
44.	Damage charge for red staining on carpeting in five (5) areas which are permanent. Carpeting was installed in February 1994 Damage charge	25.00
	<u>General</u>	
45.	Replace two (2) jelly jar type light fixtures at both front and rear entries. Both fixtures have broken or cracked housings. .50 hour @ \$40.00/hour 2 permanent fixtures @ \$5.00/each	20.00 10.00
46.	Replace two (2) bent laundry line screw eye lag bolts. .10 hour @ \$40.00/hour 2 lag bolts with shields @ \$1.50/each	4.00 3.00

PAINTING:

- Entry
47. Repair door knob "punch" in wall. Fill, sand, fill, sand, prime, texture.  
.25 hour @ \$25.00/hour 6.25
- Living Room
48. Refinish staircase knee wall paneling due to scuffed, marred finish into veneer. Sand, glaze, seal and varnish.  
.50 hour @ \$25.00/hour 12.50
- Living Room
49. Glaze exterior face of entry coat closet louver door due to significant amount of scratches and scarring of door frame finish. Sand, glaze, seal and finish.  
.75 hour @ \$25.00/hour 18.75  
Materials N.C.
- Kitchen
50. Reglaze entire interior face of coat closet; "scuffed" finish through veneer. Sand, fill, sand, glaze, seal and finish.  
.75 hour @ \$25.00/hour 18.75
51. Reglaze entire interior face of kitchen entry door due to scratches through finish on door frame including refinishing stop bead around glazing due to residents installation of plexiglass panel with silicone.  
1.00 hour @ \$25.00/hour 25.00
- Basement
52. Reglaze both faces of basement door due to residents installation of slide bolt and scuffs/scratches through finish on interior face of door. Fill holes, sand both surfaces, glaze, seal and finish.  
1.50 hour @ \$25.00/hour 37.50
53. Repaint two (2) walls of basement due to accumulation of material (paint/chalk) on block walls.  
1.50 hour @ \$25.00/hour 37.50  
2 gallons of paint @ \$8.25/gallon 16.50
54. Refinish basement knee wall due to accumulation of material (paint/chalk) in open grain of wood. Sand knee wall, glaze, seal and finish.  
2.00 hour @ \$25.00/hour 50.00

Full Bath  
 55. Reglaze interior face of door due to pierced veneer in door face. Sand entire face, fill, sand, glaze, seal and finish.  
       .75 hour @ \$25.00/hour 18.75

North Bedroom  
 56. Refinish four (4) faces on pair of by-passing closet doors due to large accumulation of solid material in open grain of wood finish. Thoroughly sand all faces down to open wood, varnish, seal and finish.  
       3.00 hour @ \$25.00/hour 75.00

Middle Bedroom  
 57. Remove two (2) scratches from pair of by-pass closet doors. Glaze, seal and finish.  
       .50 hour @ \$25.00/hour 12.50

Master Bedroom  
 58. Reglaze two (2) exterior faces of by-pass closet doors due to scribbles and writing on one door face and scratches in veneer on other unit. Sand entire face, glaze, seal and finish.  
       1.50 hour @ \$25.00/hour 37.50

General  
 59. Repairs due to excessive amount of holes (approximately 160) throughout unit on drywall surfaces only, including nails in window sills and on headers.

Room	# of Holes
Living Room	50
Kitchen	13
1/2 Bath	8
Upper Hall	7
Full Bath	2
North Bedroom	40
Middle Bedroom	15
South Bedroom	25

2.00 hour @ \$25.00/hour 50.00

5 1/2% Tax (Labor & Materials) 74.00

Total Amount due Benkowski Builders, Inc. \$3,459.58

Date: Feb 26, 1996 2:46 PM  
From: PO T Maas  
To: Mr. Benkowski  
Copies:  
Blind CC:  
Attach:  
Subject: Coast Guard Housing Program

Message ID:

---

Sir,

Enclosed are excerpts from the Coast Guard Housing Manual which discusses termination of Coast Guard leased housing quarters. Also, I enclosed various forms we use when terminating a lease. A sample of a Coast Guard Residential Lease and General Provisions is also included for your info. If you have any further questions regarding the Coast Guard Leased Housing Program, please do not hesitate to give me a call at my office 747-7103.

Sincerely,

Petty Officer Tom Maas  
U. S. Coast Guard Leased Housing Representative  
Milwaukee, WI

6.E.3. Live-in Dependent Care. Personnel assigned to Government owned family housing may have a non-dependent reside in the housing unit for the purpose of providing bonafide care for the member's dependents. Written LHA approval is required for such an arrangement. LHA's will send a copy of the approval letter to the AHA. This option is available only if, because of designation or excess inventory, a member is assigned to a unit which exceeds the member's minimum bedroom requirements. No more than one nondependent may reside in the quarters for this purpose, and the caregiver cannot provide care for anyone other than the occupant's dependents. The caregiver does not count toward the member's minimum bedroom requirement. Members may place their names on a waiting list for a unit larger than the minimum required in accordance with ART 6.D.4.e. Members may not receive rent or other compensation from the caregiver.

F. Termination of Assignment: Public Quarters and Rental Housing.

1. Terminating Assignment to Family Housing. Termination of occupancy of quarters by military members and civilians at their permanent duty station will be effected automatically by the Local Housing Authority under the provisions of TABLE 6-5 and under the following circumstances:
  - a. Change of Duty Station. When the permanent duty station of the military member ceases to be in the geographical area serviced by the local housing authority. Assignments will be terminated when the person no longer performs duties of the position at the location which was the basis of their eligibility for family housing.
  - b. Loss of Dependents. When dependents no longer reside with the sponsor after voluntary separation or divorce.
  - c. Personal Conduct. When the personal conduct of the member, member's dependents, or guests so warrants.
  - d. Occupant's Request. On the occupant's request, provided mandatory assignment is not in effect.
  - e. Revocable Agreement (ISSAs, MOUs, etc.). In the United States, when housing has been provided under a revocable agreement and the Housing Authority determines such quarters are required for assignment to officers, or enlisted personnel of the base/station.

- 6.F.1. f. **Expiration of Maximum Tour.** Overseas, if family quarters have been occupied continuously by the same civilian employee's family for a period equivalent to the maximum military tour for the area, including authorized extensions, provided:
- (1) Adequate community support housing is available within reasonable commuting distance;
  - (2) It is anticipated the employee will not be leaving the area within 90 days; and
  - (3) There is no surplus of public quarters.
- g. **Death of Member.** Public Law 99-227 amended title 37 U.S.C. 403, effective 12 October 1985, to allow for payment of BAQ and VHA to dependents of members who die in the line of duty, under certain conditions. Payment is limited to 90 days after the date of death. BAQ and VHA will be paid if:
- (1) The dependents do not occupy Government quarters on the date of death.
  - (2) The dependents are occupying Government quarters on a rental basis on the date of death.
  - (3) The dependents vacate Government quarters within 90 days of the member's death. (Pay only from the date the quarters are vacated through the 90th day after death.) Payments will be made to the current spouse (including spouses who are members). If there is no current spouse, the allowance will be divided equally among the dependents on whose behalf the member was entitled to receive "with dependents" BAQ. The allowance will be paid in the same amount and in the same manner as the deceased member would have been paid.
- h. **Other Cases.** In cases not covered by the foregoing, termination is determined by the assigning authority to be in the best interest of the Service:
- (1) When the assigning authority determines that termination is required due to unusual circumstances, such as the necessity for repairs and improvements. The reason for such termination should be fully explained to occupants concerned as far in advance as possible, and they should be assisted in finding other suitable housing.

- 6.F.3. a. (cont'd) continue in occupancy of public quarters, and if not entitled to public quarters, will take the necessary action to terminate the assignment.
- b. **Maintenance and Repair.** When notified that a quarters assignment is to be terminated, the housing authority will determine the extent of maintenance and repair work required on change of occupancy and notify the facilities engineer or public works officer accordingly.
- c. **Pretermination and Termination Inspection.** A pretermination inspection shall be held at least 30 days prior to actual date of vacating to inform the member of any conditions which require restoration. A joint inspection and inventory of the quarters and all Government-owned furnishings and equipment will be made by the housing officer or his/her representative and the vacating member or his or her representative, preferably on the day that quarters are to be vacated.
- d. **Cleaning of Quarters.** Occupants shall be required to turn over quarters and immediate premises in a clean and orderly condition suitable for immediate reassignment. Quarters left in an unsatisfactory condition may be cleaned by a commercial company and the charges referred to the vacating member, unless the vacating member has proposed a solution satisfactory to the housing authority. Charges for cleaning quarters may be deducted from members' pay. See ART 6.G.2.
- e. **Issuance of Notification of Termination.** A member may not receive BAQ/VHA until the quarters are actually vacated. When an assignment is terminated, the housing authority shall notify the member's personnel reporting unit specifically indicating that the member's "ASSIGNMENT TO HOUSING IS TERMINATED" specifying the effective date using E-Mail. The member is entitled to draw BAQ/VHA once quarters are vacated as defined in article 6.A.5.ab. This advises the responsible officer to initiate PMIS action to start the member's BAQ and any other allowances to which he/she is entitled. The housing authority shall E-Mail notification of termination to the PERSRU (with a copy to the AHO) within 48 hours of termination. The PERSRU shall notify the housing authority by return E-Mail, when PMIS action has been completed. The housing authority shall make appropriate follow-up inquiries when notification is not received within 10 working days. E-Mail notification sent by the housing authority to a PERSRU to which a member is no longer assigned shall be forwarded to the responsible PERSRU for action.

6.F.5. e. **Other Conditions.** Hardship conditions other than the above examples may be considered. A period of 30 to 90 days of extended occupancy may be approved, depending upon individual circumstances. The lack of requirement for quarters for other military personnel shall be demonstrated and must be considered in connection with approval under the above provisions. When conditions of example d. above apply, occupancy as civilian rental housing may be approved by the command at a rental charge established in accordance with procedures prescribed in Enclosure (22).

6. **Repossession of Rental Units.** Housing authorities are authorized to recover possession of units occupied by civilian tenants who are ineligible to remain as tenants. Every effort should be made to arrive at a fair and amicable recovery of the premises without resort to court action. Before requesting legal dispossession, the Housing Authority should be prepared to demonstrate: (1) the need for the housing; (2) conformance of the requested action with applicable state or local laws; (3) the fact that tenant has been furnished a written copy of the rules for assignment and occupancy; (4) that reasonable effort has been made to secure possession without referral to a U.S. Attorney, (5) that when a reasonably large number of tenants must be relocated, notices to vacate are spread over a period of time sufficient to result in a minimum impact on local housing conditions; and (6) that appropriate consideration has been given to hardship cases.

PRE-CHECKOUT INSPECTION DATE:

FINAL CHECKOUT INSPECTION DATE:

THE FOLLOWING ITEMS MUST BE ACCOMPLISHED PRIOR TO THE FINAL INSPECTION. FOR YOUR CONVENIENCE, A SPACE HAS BEEN PROVIDED FOR YOUR USE TO CHECK OFF EACH ITEM AS YOU COMPLETE IT.

### KITCHEN

- \_\_\_\_ 1. Clean inside and outside of cupboards, cabinets, and closets in kitchen. All cabinets and drawers are to be open for final inspection.
- \_\_\_\_ 2. Clean all counters and sink in kitchen. Ensure that garbage disposal does not have garbage remains in it (do not put hands in disposal until completely stopped).
- \_\_\_\_ 3. Clean exhaust fans and vents, and replace filters if broken, bent, or excessively greasy. (NOTE: In most cases, exhaust fans and vents can be dismantled to accommodate cleaning).
- \_\_\_\_ 4. Range hood, range hood light, and switches must be free of all grease. Do not use abrasives on painted surfaces.
- \_\_\_\_ 5. Clean stove interior and exterior, and accessible spaces underneath the burners and drip pans. Replace drip pans if they are rusty or burned. Clean oven racks and control knobs. If the stove is gas, clean the broiler area. Pull out and clean behind the stove.
- \_\_\_\_ 6. Clean the refrigerator inside and out, including the drip pan under the refrigerator, and all gaskets. Leave the refrigerator on the lowest setting. Pull out and clean behind the refrigerator, including the vacuum coils.

### GENERAL CLEANING

- \_\_\_\_ 1. Remove all nails and picture hangers from walls. Spackle all holes.
- \_\_\_\_ 2. Remove marks and handprints from walls. If walls are excessively dirty (beyond normal wear and tear) tenant will repaint entire room with a matching color and type of paint.

GENERAL CLEANING (Cont'd)

- \_\_\_ 3. Clean globes of light fixtures inside and out. Replace all burned out or missing bulbs.
- \_\_\_ 4. Dry clean drapes (if applicable).
- \_\_\_ 5. Clean venetian blinds (if furnished).
- \_\_\_ 6. Vacuum carpets, and have them professionally shampooed. **You will provide the Housing Inspector with a receipt at the final inspection.** Clean all baseboards.
- \_\_\_ 7. Clean and strip all uncarpeted floors of wax and re wax floors. The exception to this is no-wax vinyl floors--these should be thoroughly mopped and free of grease.
- \_\_\_ 8. Clean interior and exterior surfaces of windows readily accessible from the ground, and the interior surfaces of windows upstairs. All window sills and slider tracks must be free of dirt.
- \_\_\_ 9. Sliding glass doors must be clean inside and outside, including sliding door tracks and screens.
- \_\_\_ 10. Washers and dryers (if furnished): Clean filters, fabric softener dispenser, and inside/outside of machines. Turn off water faucets to washing machine. Disconnect dryer from electrical outlet.
- \_\_\_ 11. Change air conditioner filter. Air vents will be clean and dust free. If heat/air system is in an accessible area (or closet), clean unit and closet area.
- \_\_\_ 12. If you have had a pet in your quarters, you must fumigate for fleas. **Receipt for professional fumigation services will be required at the time of check-out.**

BATHROOM

- \_\_\_ 1. Bathroom fixtures will be free of soap deposits and polished.
- \_\_\_ 2. Remove soap film, mildew, sediment, and stains from tub, toilet, sinks and shower. If you have a fiberglass shower, do not use abrasive cleansers.
- \_\_\_ 3. Floors are to be clean, including baseboards.
- \_\_\_ 4. Bathroom exhaust fan must be clean and dust free.

EXTERIOR

- \_\_\_ 1. Cut and trim lawns, walkways, and hedges. Weed all garden areas, cracks in sidewalks, and driveways. Lawn area must appear uniform and neat.
- \_\_\_ 2. Clean patios, storage sheds, and attics.
- \_\_\_ 3. Clean garage and/or carport. Remove grease from driveways and carports.
- \_\_\_ 4. All trash, debris, and garbage will be removed from the premises (interior and exterior) prior to final check-out.

**CALL ATTENTION TO ANY REPAIR WORK THAT HAD NOT BEEN COMPLETED BY THE OWNER/AGENT. ALERT THE INSPECTOR TO ANY PROBLEMS YOU MAY BE AWARE OF EITHER IN THE UNIT OR THE NEIGHBORHOOD.**

## PRACTICAL TIPS FOR DAY-TO-DAY PROBLEMS

Here are time-tested hints that will solve many day-to-day problems.

### 1. In the laundry--

- a. Remove ladies' makeup stains from towels, pillow cases, and other items ... Rub the stain with facial soap (the kind placed in the guest room).
- b. Suntan oil stain ... Spray with WD 40 penetrating oil, soak momentarily and launder as usual.
- c. Use Cascade dishwashing soap powder as a presoak when needed.
- d. Sheets with mildew ... Rub the spot(s) with lemon juice, and place in the sunshine for up to one hour. Launder as usual.

### 2. Carpet Stains--

- a. Blot up as much of the stain as possible. Then pour club soda on the affected area; let soak a few seconds, then blot dry.
- b. Older stains ... Combine 1 tablespoon laundry detergent, 3 tablespoons vinegar, and 1 quart warm water. Work this mixture into the stain and blot it as dry as possible.

### 3. Spot and odor removers--

- a. Nail polish remover will remove tar and grease. Since it has an acetone base, good ventilation is strongly recommended.
- b. The basic ingredient for commercial spot cleaners is 2 parts water to 1 part rubbing alcohol. Make your own.
- c. For a nice aroma, place a sheet of fabric softener in the wastepaper basket.
- d. To sweeten odors in carpeting, sprinkle baking soda on the surface, brush it in, and let stand for approximately 30 minutes; vacuum the carpet thoroughly.

4. In the bathroom--

- a. To remove soap scum on shower walls, mix 1 cup of vinegar to 1 gallon of water. Spread over the wall and let soak momentarily; then rinse thoroughly.
- b. Use baking soda bleach to kill spores.
- c. Shower curtains can be washed when soiled. Mix in a few towels to assist dirt removal. Soak the curtain in a solution of salt water for five to ten minutes. This soak will prevent mildew for three to six months.
- d. To remove cigarette-burn stains from the edges of tubs and other areas, spray the stain with WD 40 penetrating oil. Let soak, and wipe off. If scar remains, make a mixture of WD 40 and cigarette ash and rub like sandpaper.

## STAINS AND THEIR REMOVAL

### Alcohol

- o Remove Excess alcohol
- o Rinse/sponge with cold water
- o Sponge with liquid detergent and rinse

### Blood

- o Remove excess blood
- o Rinse/sponge with cold water
- o Use neutral detergent
- o Blot
- o Sponge with water
- o If stain persists, rub small amount of ammonia into area
- o Rinse

### Catsup

- o Remove excess catsup
- o Rinse/sponge with neutral detergent and water
- o If stain persists, sponge with bleach solution
- o Rinse/sponge liberally with water

### Coffee

- o Remove excess coffee
- o Rinse/soak with warm water and neutral detergent
- o Rinse
- o On white cotton, rayon, or acetate, use bleaching solution of chlorine to remove remaining traces.

### Egg

- o Remove excess egg
- o Rinse/sponge with cold water
- o Work detergent into stain
- o Blot
- o Rinse/sponge with cold water

### Fruit and Fruit Juices

- o Remove excess fruit/juice
- o Flush stain in solution of water and neutral detergent
- o If stain remains, try a few drops of white vinegar, then flush again in detergent and water

### Glue

- o Soak stain in lukewarm water and neutral detergent
- o Apply and rub in ammonia
- o Rinse and dry with cloth

### Grease

- o Scrape up as much as possible
- o Sponge with dry-cleaning solvent
- o Blot

### Gum

- o Chill gum spot with ice cube
- o Scrape up excess
- o Sponge with dry-cleaning solvent
- o Blot

### Ink

- o If possible, place towel under stained area
- o Apply concentrated neutral detergent, working in with blunt-edged object
- o White or light-colored pieces of blotting paper can be used to absorb some of the dye from top of stain as ink starts to bleed
- o Repeat until bleeding stops
- o Add a few drops of white vinegar to stain, along with more detergent
- o Blot
- o Apply ammonia and detergent to remove remaining traces of dye

## Mud

- o Allow to dry
- o Scrape up excess, vacuum
- o Sponge with warm water and detergent
- o Rinse
- o Blot

## Nail Polish

- o Remove excess nail polish
- o Use acetone or amyl acetate
- o Blot
- o Sponge with dry cleaning solvent
- o Blot

## Paint

- o Treat before the paint dries
- o Oil-based ... sponge with paint-thinner, blot, sponge with dry-cleaning solvent, blot
- o Water-based ... sponge with liquid detergent, rinse

# RECEIPT OF TENANT OCCUPANCY AGREEMENT

DATE: \_\_\_\_\_

QUARTERS ASSIGNED: \_\_\_\_\_

OCCUPANT: \_\_\_\_\_  
(RANK/RATE      NAME      SSN)

1. I accept custody of Coast Guard leased/owned housing assigned to me and have been issued keys to my assigned unit in the number specified below:

Keys Received: \_\_\_\_\_

2. At the time of my check-in, a condition inspection of my quarters was conducted by the Housing Inspector, owner/agent and me. I have noted on this inspection form any disagreement with conditions and received a blank inspection form to complete after move-in. I understand this form must be completed and returned to the Housing Office within five (5) working days from check-in.
3. I have received a copy of the TENANT OCCUPANCY AGREEMENT and understand that it is my responsibility to read and become familiar with the instructions.
4. I agree to comply with the TENANT OCCUPANCY AGREEMENT and the occupancy rules and regulations of the owner/manager. I further understand my family and guests must also comply.
5. I have been counseled regarding utility monitoring policies and will practice utility conservation. I understand that utility abuse will not be tolerated and that disregard for conservation shall result in loss of privilege for assignment to government quarters and eviction from the housing program. Areas of specific reduction are electricity, gas, and water usage. If excessive utility use is determined and is ignored, I understand that a Page 7 maybe entered into my service record.
6. I will not enter into any leases and/or separate financial agreements with the owner, manager, or agent. The lease is between the Coast Guard and the owner and will be the only valid agreement.
7. I have been informed that pursuant to the provisions of the "Military Personnel and Civilian Employees Act", occupants of government leased/owned quarters may file claims for any loss or damage of their personal property located at assigned quarters. However, I understand that private renter's insurance should be purchased in order to fully cover major or catastrophic damage or loss of personal property.

8. I will notify the Local Housing Officer within ten (10) days of any changes in my eligibility status such as rate/rank, dependents, duty station, marital, guests, etc.
9. I understand that government leased/owned quarters is not guaranteed for occupancy for a specified period of time.
10. I understand that assignment to government leased/owned housing is a privilege and that I am subject to immediate eviction for failure to comply with established policies of the Coast Guard Housing Program, and/or the owner/agent.
11. I understand that I am required to give a minimum of 35 days written notice of my intent to vacate quarters.
12. I understand that I will not be released from quarters earlier than 35 days from the date of notice if I fail to provide a timely notice.

I HAVE READ THE ABOVE LISTED STATEMENTS AND UNDERSTAND MY RESPONSIBILITIES AS AN OCCUPANT OF GOVERNMENT HOUSING AND HAVE BEEN FURNISHED A COPY OF THE LEASE AGREEMENT AND THE RULES AND REGULATIONS OF THE LESSOR. A UNIT HOUSING INSTRUCTION HAS BEEN PROVIDED.

SIGNATURES:

\_\_\_\_\_  
(TENANT)

\_\_\_\_\_  
(HOUSING OFFICER/REPRESENTATIVE)

\_\_\_\_\_  
(WITNESS)

Copy: (1) Member  
(2) Lessor

## GENERAL INFORMATION

1. Under authority of 14 U.S.C. 475(a), leased housing is a privilege provided Coast Guard members in areas where specific pay grades are generally unable to afford adequate housing because of the high cost or unavailability of private housing, or the lack of government owned housing. The privilege to occupy government housing is not guaranteed. All personnel should be prepared to locate private housing on the open market, regardless of local housing market conditions or the anticipated availability of leased quarters.
2. The following rules and regulations apply to all members assigned to government quarters, their dependents and guests. Failure to comply with these rules will subject the member to the loss of the privilege for assignment to government quarters and/or adverse disciplinary action or subsequent eviction.
3. Should you have a loss or damage of personal property while assigned to government quarters, you may file a claim through your command pursuant to the provisions of the "Military Personnel and Civilian Employees Claims Act", as detailed by the Claims and Litigation Manual, COMDTINST M5890.9.
4. It is suggested that you obtain appropriate renter's insurance for your personal property. The Claims Act contains maximum payment caps, therefore, all your personal property may not be insured against loss.

## ASSIGNMENT TO QUARTERS

**BASIC ALLOWANCE FOR QUARTERS (BAQ) AND VARIABLE HOUSING ALLOWANCE (VHA).** Upon assignment to quarters, the Local Housing Officer will notify your servicing personnel reporting unit within 48 hours to stop your BAQ/VHA allowances. BAQ/VHA is stopped effective 0001 on the date you receive the keys to your quarters. This date is considered to be your check-in date. Due to administrative processing time, you may continue to receive your BAQ/VHA after your assignment to quarters. If this continues for more than one (1) pay period after assignment to quarters, you should contact your servicing personnel reporting unit to correct your records. You are responsible for the accuracy of your pay, not the Local Housing Officer. Monies overpaid will be recouped in a lump sum by PPC Topeka.

### TEMPORARY ABSENCES.

1. Less than (5) five days.
  - a. Notify a friend or neighbor to look after the quarters.
  - b. Arrange for newspapers and mail to be picked up.
  - c. Air conditioning units should be set at 78 degrees or higher.
  - d. Ensure all necessary security precautions are taken to protect your belongings and the quarters.
2. Five (5) days or longer.
  - a. Notify the Local Housing Officer or the Housing Representative of your intended absence,
  - b. Notify a neighbor of your absence,
  - c. Lock all windows and doors,
  - d. Halting delivery of your newspapers and mail,
  - e. Take all necessary security precautions to protect your belongings and the quarters
  - f. Turn your air conditioner off
  - g. Only necessary lights and appliances should be left on.

**CHANGE IN STATUS.** You are required to report to the Local Housing Officer any changes that might affect your continued use and occupancy of quarters.

Example: PCS, loss of dependents, etc.

See Coast Guard Housing Manual, COMDINST M1101.13 (SERIES) for further information.

### **VISITATION PRIVILEGES.**

1. Leased and owned quarters are provided only for the use of the member and eligible dependents as identified on the Application for Assignment to Military Housing (CG 5267).
2. Overnight visitation of guests of members occupying family leased quarters is permitted. However, written consent from the Local Housing Officer for visitations longer than 15 fifteen days is required. When assigned to unaccompanied leased quarters, the roommate's consent is required.
3. Failure to comply could result in:
  - a. Adverse disciplinary action.
  - b. Loss of the privilege to occupy government quarters.

### **RESIDENT/OWNER AGREEMENTS.**

1. In leased housing, the leasing contract is between the United States Coast Guard and the lessor (owner).
2. Separate financial agreements between the lessor and the resident are strictly prohibited. Such agreements are illegal and are in violation of the terms of the lease and could result in loss of the privilege to occupy government quarters. This includes but not limited to the following:
  - a. Agreeing to pay extra rent above what has been contracted for
  - b. Agreeing to pay extra utilities above what has been contracted for
  - c. Security deposits
  - d. Pet deposits or non refundable pet fees, including extra rent for a pet
  - e. Rental of security systems or appliances.

## PETS

1. Pets are identified as dogs and cats.
2. Tropical fish are not considered to be pets and may be kept provided the lessor's established rules and regulations do not prohibit them.
3. Reptiles and exotic animals are not permitted.
4. Pets are not permitted in government leased quarters unless the lease contract allows pets.
5. Prior to obtaining a pet, approval must be obtained from the Local Housing Officer.
6. Apartment complexes may allow pets within the complex with pet fees and deposits, and yet, may not negotiate a Coast Guard lease to include pets. When this occurs, you will not be given approval to obtain a pet. See resident/owner agreements on Page 6.
7. Pets will not be allowed to be tied outside and left unattended.
8. Damages caused by pets are the responsibility of the resident and appropriate restitution/repair shall be made. Damages consist of, but not limited to:
  - a. Professional defleaing of carpet required by lessor upon move-out.
  - b. Professional carpet cleaning required by lessor upon move-out.
  - c. Torn carpet or linoleum.
  - d. Scratched doors or door jams.
  - e. Lawns destroyed by digging.
9. Flea and tick control is the sole responsibility of the occupant.
10. Introduction of a pet into quarters without specific permission shall result in immediate termination of housing privileges without prior written warning from the Local Housing Officer.
11. Reports of pet nuisance or damage, shall either result in the pet's removal from the premises or loss of the privilege of assignment to government quarters.

## UTILITIES

1. Utilities are being paid by the lessor in the amount of \$ \_\_\_\_\_ per month. This amount is an average of what the annual cost of utilities are expected to be and includes all utilities including electricity, water, gas, and garbage collection. During the winter months the monthly consumption of utilities is expected to be lower than in the summer months. An exception would be when there is an extremely cold winter that requires usage of electricity or gas for a heater.
2. Utility conservation is a requirement. Booklets concerning utility conservation are provided at check-in. Additional copies are available from the Local Housing Officer/Housing Representative upon request.
3. Thermostat settings are not to exceed 78 degrees in the summer and 68 degrees in the winter months.
4. Water conservation includes:
  - a. Doing full loads of laundry.
  - b. Lengths of showers.
  - c. Not letting taps run while doing dishes, shaving or brushing teeth, etc.
  - d. Allowing a toilet to continuously run without reporting it to the lessor.
  - e. Allowing a faucet (inside or outside) to continuously run without reporting it to the lessor.
  - f. Watering lawns unless approved by the Contracting Officer and the lessor.
  - g. Washing cars.
5. Your utility conservation will be monitored. Abusive use of utilities will not be tolerated and could lead to loss of your privilege for assignment to government quarters.

## INSPECTIONS

**GOVERNMENT RIGHT TO INSPECT.** The government reserves the right to inspect any unit when it deems necessary. Whenever unclean conditions damages or illegal action is reported, a prompt inspection may be conducted without notice to the member. In addition, the following inspections will be performed:

1. **Initial (Check-in) inspection.**
  - a. At check-in, an inspection shall be made by the owner/agent, tenant, and the Housing Inspector. A report of inspection shall be completed and any discrepancies noted thereon. The tenant has the right to make note on the inspection form any disagreement with condition ratings made by the inspecting officer prior to obtaining the occupant's signature. This inspection report will be signed by all parties present.
  - b. A blank inspection form will be given to you to note any discrepancies after move-in. Complete this form and return it to the Local Housing Officer/Housing Representative within five (5) working days after check-in. It will be added to your original check-in inspection report.
2. **Annual Inspection.** Annually each unit will be inspected. The member will be given notice of this inspection in advance.
3. **Preliminary Check-out Inspection.** Approximately thirty-five days prior to check-out, an inspection is held to point out to you any areas/items which will require restoration prior to the final inspection. Check-out inspections detail what actions you must take in order to clear quarters. This prevents surprises for both you and the inspector at the final inspection.
4. **Check-out Inspection.** A joint inspection of the unit shall be completed by the owner/agent, tenant, and Housing Inspector. In cases of damages, the tenant/member shall either repair, replace or pay the Lessor for the kind, type or comparable quality and workmanship, and satisfy the Housing Inspector and Lessor.

## USE OF PREMISES AND QUARTERS

1. Lessor's written rules and regulations that all residents within the complex/community must follow also apply to you. Violation of any of those rules and regulations will result in adverse disciplinary action and you will be subject to loss of privilege for assignment to government quarters.
2. Quarters assigned to you will not be used for immoral practices, improper conduct, drunkenness, gambling, disorderly conduct or otherwise disturbing the peace.
3. Private businesses for profit are not authorized.
4. In-Home child care is authorized only if:
  - a. The Coast Guard and the Lessor have agreed in writing as part of the lease agreement.
  - b. The child care provider has been officially certified as required in COMDTINST in home child care, 1754.6.
5. Members are responsible for the actions and proper behavior of their dependents and guests. Young children shall not be left unattended in the quarters or on the grounds.
6. Complaints of excessive noise, disorderly conduct, etc. by the Lessor requires immediate corrective action by the occupant. Failure to correct such action could result in adverse disciplinary action and the loss of the privilege for assignment to government quarters.
7. Sidewalks, entries, passages and stairways shall not be obstructed. No bicycles, baby carriages, strollers or any other personal property of the resident may be left in foyers or stairwells.
8. Patios/balconies must be kept neat and clean at all times and not used as a storage area.
9. Use of barbecue grills and/or smokers is prohibited on all wood decks or balconies and when the rules and regulations by the management prohibit.
10. Vehicles shall be parked in assigned areas only. Occupants shall not park motor vehicles of any type on lawns or sidewalks. Occupants are responsible for guests and shall ensure they comply with these parking prohibitions.

# HOUSING INSPECTION REPORT

(CGD9 Rev. 10/95)

DATE OF INSPECTION \_\_\_\_\_ DATE OF POSSESSION \_\_\_\_\_  
LOCAL HOUSING AUTHORITY \_\_\_\_\_

ADDRESS OF PROPERTY: \_\_\_\_\_  
\_\_\_\_\_

Name Of Occupant: \_\_\_\_\_

AGE of UNIT: \_\_\_\_\_ # ROOMS: \_\_\_\_\_ # BATHS: \_\_\_\_\_ SQ FT: \_\_\_\_\_

DESCRIPTION:  Single, One-Story House  Townhouse, One-Story House  
 Single, Two-Story House  Townhouse, Two-Story House  
 Duplex, One-Story House  Apartment Complex  
 Duplex, Two-Story House

## CONDITION OF LEASED/OWNED PREMISES

THE GENERAL CONDITION AND STATE OF REPAIR OF THE PREMISES DESCRIBED BELOW SHOULD BE NOTED "NEW", "GOOD", "FAIR", "POOR". ALL SPACES SHOULD BE FILLED AND "NOT APPLICABLE" (N/A) INSERTED WHERE NECESSARY.

NEW = NOT PREVIOUSLY USED  
GOOD = OF HIGH QUALITY WITH LITTLE OR NO WEAR  
FAIR = MODERATELY GOOD QUALITY  
POOR = INADEQUATE, INFERIOR  
N/A = DOES NOT APPLY

Use "REMARKS" to list all exceptions, details and identify decorative work to reflect a true description of the property (i.e. patch on the wall, stains in the carpet, stained glass windows).

Deficiencies noted on the Condition Inspection Report are for the protection of the U.S. Government. A subsequent inspection will be performed at the time of initial occupancy. An optional follow-up inspection may be performed by the tenant within five days of occupancy.

Deficiencies noted on these inspections are considered to be preexisting and in no way render the premises unsuitable for occupancy.

This inspection report consists of \_\_\_\_\_ pages, including this page, and represents an accurate description of the property herein described.

## CERTIFICATE OF ACCEPTANCE OF INSPECTION

_____	_____	_____
Print Name	Signature of Lessor	Date
_____	_____	_____
Print Name	Signature of Government Representative	Date
_____	_____	_____
Print Name	Signature of Assigned Occupant	Date

**CHECK IN:**

I hereby acknowledge custody of these quarters and the related government property indicated. I certify that the attached check-in inspection (subject to comments in the remarks column) represents a true record of the condition of the unit upon my initial occupancy. I understand that replacement or reimbursement will be sought from me for items missing or damage incurred during my occupancy. Reasonable wear and tear is expected.

DATE ASSIGNED: \_\_\_\_\_

SIGNATURE  
OF OCCUPANT: \_\_\_\_\_

RCVD \_\_\_\_\_ KEYS FOR UNIT \_\_\_\_\_

DATE: \_\_\_\_\_

I hereby concur with the above check-in inspection:

OWNER/MANAGER: \_\_\_\_\_

DATE: \_\_\_\_\_

**CHECK-OUT**

By signature herein, I certify that no claim for damage will be made against the Government, except as specified below:

ITEM: \_\_\_\_\_  
APPROXIMATE REPAIR COST: \_\_\_\_\_

OWNER/MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_

I hereby certify that the attached check-out inspection (subject to comments in the remarks column) represents a true record of the condition of the unit upon vacating, and I hereby agree to make restitution for the damages which are correctly described above:

DATE TERMINATED: \_\_\_\_\_

OCCUPANT FORWARDING  
MAILING ADDRESS

SIGNATURE OF OCCUPANT: \_\_\_\_\_

DATE: \_\_\_\_\_

RETURNED \_\_\_\_\_ KEYS FOR UNIT \_\_\_\_\_

PAGE \_\_\_\_\_ OF \_\_\_\_\_



# PARKING, GARAGE, CARPORT, STORAGE SHED

NEW - GOOD - FAIR - POOR - N/A

		CHECK-IN	CHECK-OUT	COMMENTS
TYPE OF PARKING	<input type="checkbox"/> PRIVATE PARKING <input type="checkbox"/> NO SECURITY <input type="checkbox"/> COMMUNITY PARKING LOT <input type="checkbox"/> PART TIME SECURITY <input type="checkbox"/> OTHER <input type="checkbox"/> FULL TIME SECURITY			
FLOOR COVERING	<input type="checkbox"/> CARPET <input type="checkbox"/> CEMENT <input type="checkbox"/> WOOD <input type="checkbox"/> METAL <input type="checkbox"/> TILE <input type="checkbox"/> OTHER <input type="checkbox"/> VINYL			
ROOM WALLS	CONSTRUCTION    FINISH <input type="checkbox"/> SHEETROCK <input type="checkbox"/> PAINT    COLOR: _____ <input type="checkbox"/> METAL <input type="checkbox"/> WALLPAPER <input type="checkbox"/> BRICK <input type="checkbox"/> STUCCO <input type="checkbox"/> WOOD <input type="checkbox"/> OTHER <input type="checkbox"/> OTHER    LAST PAINTED: _____			
CEILING	CONSTRUCTION    FINISH <input type="checkbox"/> SHEETROCK <input type="checkbox"/> PAINT <input type="checkbox"/> HANGING TILE <input type="checkbox"/> STUCCO <input type="checkbox"/> ACOUSTICAL TILE <input type="checkbox"/> PLASTER <input type="checkbox"/> OPEN BEAM <input type="checkbox"/> TEXTURED (POPCORN) <input type="checkbox"/> METAL <input type="checkbox"/> OTHER <input type="checkbox"/> OTHER    COLOR: _____			
WINDOWS/ INTERIOR	LATCH <input type="checkbox"/> OPERATIONAL <input type="checkbox"/> BROKEN			
UTILITIES /LIGHTS	ELECTRICAL OUTLETS: <input type="checkbox"/> STANDARD <input type="checkbox"/> GFI LIGHTS: <input type="checkbox"/> INCANDESCENT <input type="checkbox"/> FLUORESCENT			
DOORS:	ACCESS DOORS    CAR ENTRANCE <input type="checkbox"/> WOOD <input type="checkbox"/> WOOD <input type="checkbox"/> SINGLE PIECE <input type="checkbox"/> METAL <input type="checkbox"/> METAL <input type="checkbox"/> HINGED SECTIONS <input type="checkbox"/> SOLID <input type="checkbox"/> FIBERGLASS <input type="checkbox"/> HOLLOW <input type="checkbox"/> OTHER <input type="checkbox"/> OTHER			
STORAGE SHELVES	<input type="checkbox"/> WOOD <input type="checkbox"/> OTHER <input type="checkbox"/> METAL <input type="checkbox"/> LAMINATE			

## LIVING ROOM:

NEW - GOOD - FAIR - POOR - N/A

		CHECK-IN	CHECK-OUT	COMMENTS
FLOOR COVERING	<input type="checkbox"/> CARPET <input type="checkbox"/> OTHER <input type="checkbox"/> WOOD      COLOR: _____ <input type="checkbox"/> TILE        AGE: _____ <input type="checkbox"/> VINYL			
ROOM WALLS	CONSTRUCTION:    FINISH: <input type="checkbox"/> SHEETROCK <input type="checkbox"/> PAINT      COLOR: _____ <input type="checkbox"/> PANELING <input type="checkbox"/> WALLPAPER <input type="checkbox"/> BRICK <input type="checkbox"/> STUCCO <input type="checkbox"/> WOOD <input type="checkbox"/> OTHER <input type="checkbox"/> OTHER        LAST PAINTED: _____			
CEILING	CONSTRUCTION:    FINISH: <input type="checkbox"/> SHEETROCK <input type="checkbox"/> PAINT <input type="checkbox"/> HANGING TILE <input type="checkbox"/> STUCCO <input type="checkbox"/> ACOUSTICAL TILE <input type="checkbox"/> PLASTER <input type="checkbox"/> OPEN BEAM <input type="checkbox"/> TEXTURED (POPCORN) <input type="checkbox"/> OTHER <input type="checkbox"/> OTHER COLOR: _____			
CLOSETS	_____ OF CLOSETS SHELVES: <input type="checkbox"/> WOOD <input type="checkbox"/> METAL <input type="checkbox"/> OTHER DOORS: <input type="checkbox"/> WOOD <input type="checkbox"/> METAL <input type="checkbox"/> LOUVERED			
ACCESS DOORS	<input type="checkbox"/> WOOD <input type="checkbox"/> METAL <input type="checkbox"/> SOLID <input type="checkbox"/> LOUVERED <input type="checkbox"/> MULLION <input type="checkbox"/> OTHER			
WINDOWS/ INTERIOR	<input type="checkbox"/> BLINDS    LATCH <input type="checkbox"/> SHADES <input type="checkbox"/> OPERATIONAL <input type="checkbox"/> CURTAINS <input type="checkbox"/> BROKEN			
LIGHT FIXTURES	<input type="checkbox"/> INCANDESCENT <input type="checkbox"/> FLUORESCENT <input type="checkbox"/> CEILING FAN <input type="checkbox"/> CEILING MOUNT <input type="checkbox"/> WALL MOUNT <input type="checkbox"/> OTHER <input type="checkbox"/> TRACK MOUNT <input type="checkbox"/> RECESSED			
UTILITIES OUTLETS	TELEPHONE    ELECTRICAL    TELEVISION <input type="checkbox"/> MODULAR <input type="checkbox"/> STANDARD <input type="checkbox"/> ANTENNA <input type="checkbox"/> FOUR PRONG <input type="checkbox"/> G.F.I. <input type="checkbox"/> CABLE			

## FAMILY ROOM/DEN:

NEW - GOOD - FAIR - POOR - N/A

		CHECK-IN	CHECK-OUT	COMMENTS
FLOOR COVERING	<input type="checkbox"/> CARPET <input type="checkbox"/> OTHER <input type="checkbox"/> WOOD      COLOR: _____ <input type="checkbox"/> TILE        AGE: _____ <input type="checkbox"/> VINYL			
ROOM WALLS	CONSTRUCTION:    FINISH: <input type="checkbox"/> SHEETROCK <input type="checkbox"/> PAINT      COLOR: _____ <input type="checkbox"/> PANELING <input type="checkbox"/> WALLPAPER <input type="checkbox"/> BRICK <input type="checkbox"/> STUCCO <input type="checkbox"/> WOOD <input type="checkbox"/> OTHER <input type="checkbox"/> OTHER        LAST PAINTED: _____			
CEILING	CONSTRUCTION:    FINISH: <input type="checkbox"/> SHEETROCK <input type="checkbox"/> PAINT <input type="checkbox"/> HANGING TILE <input type="checkbox"/> STUCCO <input type="checkbox"/> ACOUSTICAL TILE <input type="checkbox"/> PLASTER <input type="checkbox"/> OPEN BEAM <input type="checkbox"/> TEXTURED (POPCORN) <input type="checkbox"/> OTHER <input type="checkbox"/> OTHER COLOR: _____			
CLOSETS	_____ OF CLOSETS SHELVES: <input type="checkbox"/> WOOD <input type="checkbox"/> METAL <input type="checkbox"/> OTHER DOORS: <input type="checkbox"/> WOOD <input type="checkbox"/> METAL <input type="checkbox"/> LOUVERED			
ACCESS DOORS	<input type="checkbox"/> WOOD <input type="checkbox"/> METAL <input type="checkbox"/> SOLID <input type="checkbox"/> LOUVERED <input type="checkbox"/> HOLLOW <input type="checkbox"/> OTHER			
WINDOWS/ INTERIOR	<input type="checkbox"/> ELBDS    LATCH <input type="checkbox"/> SHADES <input type="checkbox"/> OPERATIONAL <input type="checkbox"/> CURTAINS <input type="checkbox"/> BROKEN			
LIGHT FIXTURES	<input type="checkbox"/> INCANDESCENT <input type="checkbox"/> FLUORESCENT <input type="checkbox"/> CEILING FAN <input type="checkbox"/> CEILING MOUNT <input type="checkbox"/> WALL MOUNT <input type="checkbox"/> OTHER <input type="checkbox"/> TRACK MOUNT <input type="checkbox"/> RECESSED			
UTILITIES OUTLETS	TELEPHONE    ELECTRICAL    TELEVISION <input type="checkbox"/> MODULAR <input type="checkbox"/> STANDARD <input type="checkbox"/> ANTENNA <input type="checkbox"/> FOUR PRONG <input type="checkbox"/> G.F.I. <input type="checkbox"/> CABLE			

# KITCHEN PAGE 01:

NEW - GOOD - FAIR - POOR - N/A

		CHECK-IN	CHECK-OUT	COMMENTS
FLOOR COVERING	<input type="checkbox"/> CARPET <input type="checkbox"/> OTHER <input type="checkbox"/> WOOD    COLOR: _____ <input type="checkbox"/> TILE    AGE: _____ <input type="checkbox"/> VINYL			
ROOM WALLS	CONSTRUCTION:    FINISH: <input type="checkbox"/> SHEETROCK <input type="checkbox"/> PAINT    COLOR: _____ <input type="checkbox"/> PANELING <input type="checkbox"/> WALLPAPER <input type="checkbox"/> BRICK <input type="checkbox"/> STUCCO <input type="checkbox"/> WOOD <input type="checkbox"/> OTHER <input type="checkbox"/> OTHER    LAST PAINTED: _____			
CEILING	CONSTRUCTION:    FINISH: <input type="checkbox"/> SHEETROCK <input type="checkbox"/> PAINT <input type="checkbox"/> HANGING TILE <input type="checkbox"/> STUCCO <input type="checkbox"/> ACOUSTICAL TILE <input type="checkbox"/> PLASTER <input type="checkbox"/> OPEN BEAM <input type="checkbox"/> TEXTURED (POPCORN) <input type="checkbox"/> OTHER <input type="checkbox"/> OTHER COLOR: _____			
CLOSETS	_____ OF CLOSETS SHELVES: <input type="checkbox"/> WOOD <input type="checkbox"/> METAL <input type="checkbox"/> OTHER DOORS: <input type="checkbox"/> WOOD <input type="checkbox"/> METAL <input type="checkbox"/> GLAZED			
CABINETS / DRAMS	<input type="checkbox"/> WOOD <input type="checkbox"/> LAMINATED <input type="checkbox"/> OTHER <input type="checkbox"/> PRESSED WOOD <input type="checkbox"/> STAINED <input type="checkbox"/> METAL <input type="checkbox"/> PAINTED			
COUNTER TOPS	<input type="checkbox"/> FORMICA <input type="checkbox"/> BUTCHER BLOCK    COLOR: _____ <input type="checkbox"/> CORIAN <input type="checkbox"/> TILE <input type="checkbox"/> LAMINATED <input type="checkbox"/> OTHER			
SINKS	<input type="checkbox"/> SINGLE <input type="checkbox"/> STAINLESS STEEL <input type="checkbox"/> SPRAYER <input type="checkbox"/> DOUBLE <input type="checkbox"/> PORCELAIN <input type="checkbox"/> RUBBER PLUG <input type="checkbox"/> DEEP <input type="checkbox"/> FIBERGLASS <input type="checkbox"/> STRAINER PLUG			
FAUCETS	<input type="checkbox"/> SINGLE ACTION KNOB <input type="checkbox"/> SINGLE ACTION LEVER <input type="checkbox"/> DUAL KNOBS <input type="checkbox"/> DUAL LEVERS <input type="checkbox"/> OTHER			

## KITCHEN PAGE 02:

NEW - GOOD - FAIR - POOR - N/A

	CHECK-IN	CHECK-OUT	COMMENTS
<b>ACCESS DOORS</b> <input type="checkbox"/> WOOD <input type="checkbox"/> METAL <input type="checkbox"/> SOLID <input type="checkbox"/> LOUVERED <input type="checkbox"/> HOLLOW <input type="checkbox"/> OTHER			
<b>WINDOWS/ INTERIORS</b> <input type="checkbox"/> BLINDS    LATCH <input type="checkbox"/> SHADES <input type="checkbox"/> OPERATIONAL <input type="checkbox"/> CURTAINS <input type="checkbox"/> BROKEN			
<b>REFRIGERATOR</b> <input type="checkbox"/> STANDARD    MAKE: _____ <input type="checkbox"/> SIDE BY SIDE    MODEL: _____ <input type="checkbox"/> FROST FREE    CAPACITY _____ SQ FT <input type="checkbox"/> ICE/WATER DISP.    AGE: _____ <input type="checkbox"/> ICE MAKER			
<b>RANGE/OVEN</b> <input type="checkbox"/> ELECTRICAL    MAKE: _____ <input type="checkbox"/> GAS    MODEL: _____ <input type="checkbox"/> OTHER    AGE: _____ <input type="checkbox"/> BROILER PAN			
<b>MICROWAVE OVEN</b> MAKE: _____    AGE: _____ MODEL: _____ POWER OUTPUT: _____ WATTS			
<b>RANGE HOOD</b> MAKE: _____    BUILT IN LIGHT MODEL: _____ <input type="checkbox"/> YES AGE: _____ <input type="checkbox"/> NO			
<b>DISHWASHER</b> <input type="checkbox"/> ELECTRICAL    MAKE: _____ <input type="checkbox"/> BUILT-IN    MODEL: _____ <input type="checkbox"/> PORTABLE    AGE: _____			
<b>GARBAGE DISPOSAL</b> <input type="checkbox"/> DRAIN PLUG    MAKE: _____ <input type="checkbox"/> WORKING    MODEL: _____ <input type="checkbox"/> NOT WORKING    AGE: _____			
<b>LIGHT FIXTURES</b> <input type="checkbox"/> INCANDESCENT <input type="checkbox"/> FLUORESCENT <input type="checkbox"/> OTHER <input type="checkbox"/> CEILING MOUNT <input type="checkbox"/> WALL MOUNT <input type="checkbox"/> TRACK MOUNT <input type="checkbox"/> RECESSED			



## DINING ROOM:

NEW - GOOD - FAIR - POOR - N/A

	CHECK-IN	CHECK-OUT	COMMENTS
<b>FLOOR COVERING</b> <input type="checkbox"/> CARPET <input type="checkbox"/> OTHER <input type="checkbox"/> WOOD      COLOR: _____ <input type="checkbox"/> TILE        AGE: _____ <input type="checkbox"/> VINYL			
<b>ROOM WALLS</b> CONSTRUCTION:    FINISH: <input type="checkbox"/> SHEETROCK <input type="checkbox"/> PAINT      COLOR: _____ <input type="checkbox"/> PANELING <input type="checkbox"/> WALLPAPER <input type="checkbox"/> BRICK <input type="checkbox"/> STUCCO <input type="checkbox"/> WOOD <input type="checkbox"/> OTHER <input type="checkbox"/> OTHER        LAST PAINTED: _____			
<b>CEILING</b> CONSTRUCTION:    FINISH: <input type="checkbox"/> SHEETROCK <input type="checkbox"/> PAINT <input type="checkbox"/> HANGING TILE <input type="checkbox"/> STUCCO <input type="checkbox"/> ACOUSTICAL TILE <input type="checkbox"/> PLASTER <input type="checkbox"/> OPEN BEAM <input type="checkbox"/> TEXTURED (POPCORN) <input type="checkbox"/> OTHER <input type="checkbox"/> OTHER COLOR: _____			
<b>CLOSETS</b> <input type="checkbox"/> _____ OF CLOSETS SHELVES: <input type="checkbox"/> WOOD <input type="checkbox"/> METAL <input type="checkbox"/> OTHER DOORS: <input type="checkbox"/> WOOD <input type="checkbox"/> METAL <input type="checkbox"/> LOUVERED			
<b>ACCESS DOORS</b> <input type="checkbox"/> WOOD <input type="checkbox"/> METAL <input type="checkbox"/> SOLID <input type="checkbox"/> LOUVERED <input type="checkbox"/> HOLLOW <input type="checkbox"/> OTHER			
<b>WINDOWS/ INTERIOR</b> <input type="checkbox"/> BLINDS      LATCH <input type="checkbox"/> SHADES <input type="checkbox"/> OPERATIONAL <input type="checkbox"/> CURTAINS <input type="checkbox"/> BROKEN			
<b>LIGHT FIXTURES</b> <input type="checkbox"/> INCANDESCENT <input type="checkbox"/> FLUORESCENT <input type="checkbox"/> CEILING FAN <input type="checkbox"/> CEILING MOUNT <input type="checkbox"/> WALL MOUNT <input type="checkbox"/> OTHER <input type="checkbox"/> TRACK MOUNT <input type="checkbox"/> RECESSED			
<b>UTILITIES OUTLETS</b> TELEPHONE      ELECTRICAL      TELEVISION <input type="checkbox"/> MOULAR <input type="checkbox"/> STANDARD <input type="checkbox"/> ANTENNA <input type="checkbox"/> FOUR PRONG <input type="checkbox"/> G.F.I. <input type="checkbox"/> CABLE			

BEDROOM NR \_\_\_\_\_

NEW - GOOD - FAIR - POOR - N/A

ROOM LOCATION: [ ] FIRST FLOOR [ ] SECOND FLOOR		CHECK-IN	CHECK-OUT	COMMENTS
FLOOR COVERING	<input type="checkbox"/> CARPET [ ] OTHER <input type="checkbox"/> WOOD COLOR: _____ <input type="checkbox"/> TILE AGE: _____ <input type="checkbox"/> VINYL			
ROOM WALLS	CONSTRUCTION: FINISH: <input type="checkbox"/> SHEETROCK [ ] PAINT COLOR: _____ <input type="checkbox"/> PANELING [ ] WALLPAPER <input type="checkbox"/> BRICK [ ] STUCCO <input type="checkbox"/> WOOD [ ] OTHER <input type="checkbox"/> OTHER LAST PAINTED: _____			
CEILING	CONSTRUCTION: FINISH: <input type="checkbox"/> SHEETROCK [ ] PAINT <input type="checkbox"/> HANGING TILE [ ] STUCCO <input type="checkbox"/> ACOUSTICAL TILE [ ] PLASTER <input type="checkbox"/> OPEN BEAM [ ] TEXTURED (POPCORN) <input type="checkbox"/> OTHER [ ] OTHER COLOR: _____			
CLOSETS	_____ OF CLOSETS SHELVES: [ ] WOOD [ ] METAL [ ] OTHER DOORS: [ ] WOOD [ ] METAL [ ] COVERED			
UTILITIES OUTLETS	TELEPHONE ELECTRICAL TELEVISION <input type="checkbox"/> MODULAR [ ] STANDARD [ ] ANTENNA <input type="checkbox"/> FOUR PRONG [ ] G.F.I. [ ] CABLE			
WINDOWS/ INTERIORS	<input type="checkbox"/> BLINDS LATCH <input type="checkbox"/> SHADES [ ] OPERATIONAL <input type="checkbox"/> CURTAINS [ ] BROKEN			
LIGHT FIXTURES	<input type="checkbox"/> INCANDESCENT [ ] FLUORESCENT [ ] CEILING FAN <input type="checkbox"/> CEILING MOUNT [ ] WALL MOUNT [ ] OTHER <input type="checkbox"/> TRACK MOUNT [ ] RECESSED			
ACCESS DOORS	<input type="checkbox"/> WOOD [ ] METAL <input type="checkbox"/> SOLID [ ] COVERED <input type="checkbox"/> HOLLOW [ ] OTHER			

BATHROOM NR \_\_\_\_\_, PAGE 02

NEW - GOOD - FAIR - POOR - N/A

ROOM LOCATION: [ ] FIRST FLOOR [ ] SECOND FLOOR		CHECK-IN	CHECK-OUT	COMMENTS
TOILET/ COMODE	[ ] STANDARD [ ] OTHER [ ] WATER SAVER [ ] ELONGATED			
SHOWER/TUB	[ ] PORCELAIN [ ] TUB [ ] STAINLESS STEEL [ ] SHOWER STALL [ ] FIBERGLASS [ ] TUB-SURROUND			
FAUCETS (SHOWER/TUB)	[ ] SINGLE ACTION KNOB [ ] SINGLE ACTION LEVER [ ] DUAL KNOBS [ ] DUAL LEVERS			
ACCESS DOORS	[ ] WOOD [ ] METAL [ ] SOLID [ ] LOUVERED [ ] HOLLOW [ ] OTHER			
WINDOWS/ INTERIORS	[ ] BLINDS LATCH [ ] SHADES [ ] OPERATIONAL [ ] CURTAINS [ ] BROKEN			
LIGHT FIXTURES	[ ] INCANDESCENT [ ] FLUORESCENT [ ] OTHER [ ] CEILING MOUNT [ ] WALL MOUNT [ ] RECK MOUNT [ ] RECESSED			
UTILITIES OUTLETS	TELEPHONE ELECTRICAL TELEVISION [ ] MODULAR [ ] STANDARD [ ] ANTENNA [ ] FOUR PRONG [ ] G.F.I. [ ] CABLE			
EXHAUST FAN	[ ] INDEPENDENT UNIT [ ] BUILT-IN LIGHT FIXTURE			
MEDICINE CABINET	[ ] WELSH MOUNT [ ] WALL MOUNT [ ] MIRROR FRONT			
MIRROR	MIRROR SIZE: _____			

# UTILITIES & APPLIANCES PAGE 01

NEW - GOOD - FAIR - POOR - N/A

		CHECK-IN	CHECK-OUT	COMMENTS
WATER SUPPLY	<input type="checkbox"/> COMMUNITY WELL <input type="checkbox"/> CITY <input type="checkbox"/> INDIVIDUAL WELL DATE LAST TESTED: _____			
SEWAGE	<input type="checkbox"/> CITY <input type="checkbox"/> SEPTIC TANK DATE LAST PUMPED: _____			
GARBAGE	PICK-UP: <input type="checkbox"/> PRIVATE CONTRACTOR <input type="checkbox"/> CITY CANS PROVIDED BY: <input type="checkbox"/> LANDLORD <input type="checkbox"/> MEMBER <input type="checkbox"/> CITY			
MAILBOXES	<input type="checkbox"/> CURB SIDE <input type="checkbox"/> CLUSTER <input type="checkbox"/> ATTACHED <input type="checkbox"/> OTHER <input type="checkbox"/> DOOR SLOT			
THERMOSTAT	<input type="checkbox"/> MERCURY SWITCH <input type="checkbox"/> OTHER <input type="checkbox"/> ROUND ELECTRICAL <input type="checkbox"/> SET BACK - DIGITAL			
AIR CONDITIONING	<input type="checkbox"/> CENTRAL MAKE: _____ <input type="checkbox"/> WINDOW UNITS MODEL: _____ AGE: _____ CAPACITY: _____ BTUS			
HEATING	<input type="checkbox"/> ELECTRIC MAKE: _____ <input type="checkbox"/> GAS MODEL: _____ <input type="checkbox"/> OIL CAPACITY: _____ BTUS <input type="checkbox"/> OTHER AGE: _____ YEARS			
HOT WATER HEATER	<input type="checkbox"/> ELECTRIC MAKE: _____ <input type="checkbox"/> GAS MODEL: _____ <input type="checkbox"/> OIL CAPACITY: _____ GAL'S <input type="checkbox"/> OTHER AGE: _____ YEARS			
WASHING MACHINE (IF PROVIDED)	<input type="checkbox"/> ELECTRIC MAKE: _____ <input type="checkbox"/> OTHER MODEL: _____ CAPACITY: _____ GAL'S AGE: _____ YEARS			

