

APARTMENT CONDITION REPORT

Please fill out & return to the Leasing Office within 1 week of moving into your apartment

Name _____ Date _____

Address _____ Phone _____

EMERGENCY ISSUES: Please telephone our Maintenance Department directly @ 378-2729 to report any issue of an emergency nature. Do NOT report emergency issues (or anything requiring our immediate attention such as water leaks, a “running toilet” or an inoperative smoke detector) on this form.

CLEANING AND PREPARATION OF YOUR APARTMENT:¹

- **Cleaning** – We have prepared for your arrival by cleaning your apartment and our goal is that you are pleasantly surprised by how clean you find it. Nevertheless, we understand that most people will want to do some cleaning themselves before they will feel “comfortable” in their new home. We hope you will “grade us” on our cleaning, among other things, by completing the survey on the reverse side of this form.
- **Preparation** – We don’t want you to have to tolerate things that aren’t the way they should be. Please tell us if we’ve “missed something” in your apartment that is in need of repair and we will contact you to discuss the problem and arrange a solution. (Please allow 1-3 weeks during June, July, and August)
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NORMAL WEAR AND TEAR: With very few exceptions, the apartment you have rented is not new and there will be some “evidence” of the fact that others have lived there before you. You may wish to document any “pre-existing conditions” (deficiencies or exceptions for which no repair is required) in your apartment using the space below.

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Give Us Your Thoughts

We are proud of our apartments and our people and would appreciate your feedback regarding your shopping experience.

We hope to be effective and with all of our advertising and marketing. How did you become aware of our apartments, and did one specific advertisement draw your attention?

We hope you enjoyed shopping for a new apartment with us and that choosing your new home was made easy by our staff. We value what our residents have to say and are always looking for ways to improve our services. Any suggestions you make to help us improve in the future are appreciated.

Comments regarding Staff & Services: _____

Comments regarding apartment and moving in: _____

WOULD YOU RECOMMEND US TO A FRIEND OR CO-WORKER? YES NO

(Ask us about our \$50 Referral Program)

Additional Comments/Suggestions: _____

Thank you