

APARTMENT CONDITION REPORT

Please fill out & return it to us within **72 hours** of moving into your apartment
(Resident will be held responsible for damages, if form is not returned within 72 hours)

You may download and email this form to info@roysebrinkmeyer.com or print it and drop it off at our leasing office at
211 W. Springfield Ave. (either with the front desk, or in the drop box).

Name _____ Date _____

Address _____ Phone _____

Email _____

EMERGENCY ISSUES: Please contact us immediately @ **217-352-1129** 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:

- **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)

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

NORMAL WEAR AND TEAR: 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.

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____



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

We hope to be effective 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 your experience shopping for an apartment with us was a good one. 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:

Please share your thoughts regarding your apartment and the move-in process:

WOULD YOU RECOMMEND US TO A FRIEND OR CO-WORKER? YES NO
(Ask us about our Referral Program)

Additional Comments/Suggestions:

Thank you