ROYSE + BRINKMEYER APARTMENTS

APARTMENT CONDITION REPORT

Please fill out & return this 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)

Name: _____ **Date:** _____

Adress: _____ **Phone:** _____

Email: _____

EMERGENCY ISSUES: Please contact our Maintenance Department directly **@ (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 + PREPARATION OF YOUR APARTMENT

CLEANING: We have prepared for your arrival by cleaning your apartment and our goal is for you to be pleasantly surprised by how clean you find it. 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 "missed something" in your apartment that needs 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: If you wish to document any "pre-existing conditions" (deficiencies or exceptions for which no repair is required) in your apartment, use the space below.

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

SEE REVERSE SIDE FOR OUR SURVEY

PLEASE TAKE A FEW MINUTES TO COMPLETE OUR SURVEY:

We value what our residents have to say and are always looking for ways to improve our services.

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?

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Comments regarding Staff & Services: Any suggestions that you can provide, to help us improve in the future are appreciated.

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

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Would you recommend us to a friend or coworker? ☐ **YES** ☐ **NO**
Ask us about our referral program!

R+B@Home is dedicated to making residents' lives easier by providing services like cleaning, TV mounting, errand running, laundry, pet sitting and more!

Would you be interested in having a representative from R+B@Home contact you regarding our resident services? ☐ **YES** ☐ **NO**

Additional comments or suggestions:

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Thank You!