

GENERAL ADDENDUM FORM  
ELITE PROPERTY MANAGEMENT

DATE: \_\_\_\_\_ TENANT NAME(S) \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ UNIT \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**ADDENDUM Walk Through Inspection**

The tenant acknowledges that he/she must call the office of Elite Property Management to schedule a walk-through inspection with in the first week of his/her move in date, **ONCE HE/SHE HAS ENTIRELY MOVED IN**. This is a standard procedure done with all new move-ins. This inspection is done for your benefit and we ask that you make list to give to us of any existing damage or maintenance requested. Also, you must report **(in writing)** any cleaning not done within the first 1-2 days of move-in or it will be considered that you accept the condition of the unit as is with the understanding that you will be held accountable for all cleaning at move-out (you will receive a list of cleaning items expected of you at move-out, so this is your time to make sure it has been done for you). There is a check in/out form and smoke alarm compliance form that must be signed by both the tenant and landlord. Failure to schedule this inspection in a timely matter could result in the tenant being held liable for any deficiencies in the rental unit.

Tenant \_\_\_\_\_ Date \_\_\_\_\_

Tenant \_\_\_\_\_ Date \_\_\_\_\_

Tenant \_\_\_\_\_ Date \_\_\_\_\_

Tenant \_\_\_\_\_ Date \_\_\_\_\_

OWNER/AGENT: ELITE PROPERTY MANAGEMENT  
ADDRESS: 351 NW Jackson Ave STE 2 ~ CORVALLIS OREGON 97330  
TELEPHONE: 541 754-0928 FAX: 541 754-0944