

## **PELLA COMPANY**

### **APARTMENT CONDITION REPORT INSTRUCTION SHEET**

The attached condition report is to be completed and returned to the Pella Company Office within the first ten days of move in.

Please note that the report is divided in two parts. The top part of the report should be used for noting any item that is for the record only. These should be items which may not need to be addressed by us for repair or replacement at this time, such as a spot on the carpet. By making us aware of these items, you will not be charged for them when you move out of the apartment.

The bottom part of the report should be used to identify any problem in the apartment which needs attention, but is not an emergency situation. Any emergency such as any major leaks, no heat, etc. should be called into the Maintenance Office at (614) 297-1449. Otherwise, the items listed will be addressed as soon as possible.

Please make sure the form is signed and dated when it is turned in to our office within the first 10 days of your moving into the apartment. Thank you for choosing Pella!!

PELLA COMPANY

## **PELLA COMPANY**

### **APARTMENT CONDITION REPORT INSTRUCTION SHEET**

The attached condition report is to be completed and returned to the Pella Company Office within the first ten days of move in.

Please note that the report is divided in two parts. The top part of the report should be used for noting any item that is for the record only. These should be items which may not need to be addressed by us for repair or replacement at this time, such as a spot on the carpet. By making us aware of these items, you will not be charged for them when you move out of the apartment.

The bottom part of the report should be used to identify any problem in the apartment which needs attention, but is not an emergency situation. Any emergency such as any major leaks, no heat, etc. should be called into the Maintenance Office at (614) 297-1449. Otherwise, the items listed will be addressed as soon as possible.

Please make sure the form is signed and dated when it is turned in to our office within the first 10 days of your moving into the apartment. Thank you for choosing Pella!!

PELLA COMPANY