

678-235-4328
3420 W. Hospital Ave, Suite 103
Chamblee, GA 30341



info@fiberartsalliance.org
www.fiberartsalliance.org

Artist Studio Property Condition Checklist

Sublessor must complete this checklist within three days of moving in. Sublessor and SEFAA representative will then review the property and the completed checklist together and mutually agree on the condition of the property upon move-in by signing this form. Each party will keep a copy of the signed checklist. The sublessor and SEFAA representative will use the move-in checklist during the post-move-out inspection to determine if any of the sublessor's deposit will be retained for cleaning or repairs after move-out. Please, BE SPECIFIC and DETAILED when filling out the checklist.

3420 W Hospital Ave Ste 103
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Property Address

Studio Number

SEFAA Representative (Print)

Tenant Name (Print)

Studio	Condition on Arrival	Condition on Departure
Floor & Floor Covering		
Walls & Ceiling		
Door(s)		
Door Lock(s) & Hardware		
Lighting Fixture(s)		
Windows		
Window Covering(s)		
Furnishings		
Other		

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Comments: _____

Move-In Inspection Date: _____

Move-Out Inspection Date: _____

SEFAA Representative Signature

SEFAA Representative Signature

Tenant Signature

Tenant Signature