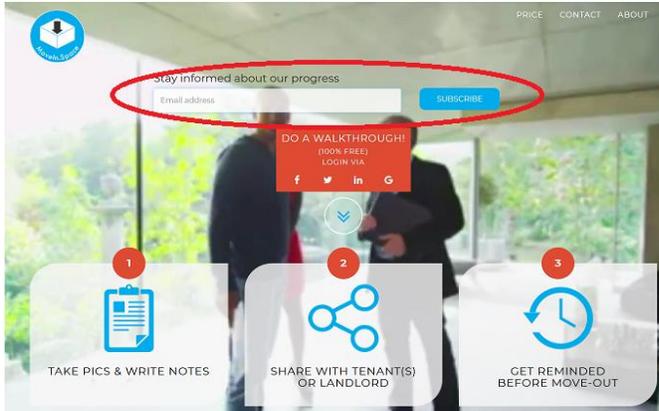


# Online Tenant Check-In Report Instructions

1. Go to [www.MoveIn.Space](http://www.MoveIn.Space) and create a FREE account



2. Enter at least 1 of your roommates or enter your own information if you are living alone.
3. Enter `admin@apartmentsiniowacity.com` for the landlord. Name not required.

4. Create a "TITLE" for any item you want on record or fixed and give details and photo if desired.  
You will have to create a new title for each item you want to report.  
Please be thorough. This protects you.  
PLEASE ENTER **FIX** IN THE TAG LINE if you want repaired. Otherwise it will just go on record.

When you submit, the report will go directly to our e-mail with a copy to yours for your records.