

St. Andrew's Hall CONDITION REPORT - QUAD # _____ (Bedroom)

Move-out // Move-in *(please circle one)*

Inspected by: _____
(Staff Signature)

Inspected by: _____
(Resident's Signature)

Name of Resident: _____

Date: _____

Email Address: _____

Phone: _____

	CONDITION				
	Worn/ usable	Good	Bad	Cleaned	
BEDROOM					
Wall/ceiling paint/door					(nails, dents, stickers, etc.)
Bed					Drawers? _____ Edges? _____
Mattress					
Mattress cover/pad					Washed? _____
Carpet					Steam cleaned? _____ (move-out only; receipt to present)
Windows/handles					
Blinds					
Desk/chair					
Floor lamp (1)					Lightbulb?
Closet door/racks					
Room Door					
Light switches					
Electrical Outlets					
Garbage Compactor (Move-ins only)					Has your Comco explained/given the instruction to you? _____
<p>Please note that move-out inspections are not considered final until cleaning staff has assessed time needed to do a thorough cleaning. Move out charges are deducted from the security deposit at \$40/hour.</p> <p>Please make an appointment with your Community Coordinator as soon as possible to arrange an inspection. Move-in and move-out reports will be compared to determine damages and missing items, which will be assessed against your security deposit.</p> <p>Please make sure you sign the inspection of the common areas.</p>					

**If you are moving out,
Mailing Address (for security deposit refund only):**
