

# St. Andrew's Hall CONDITION REPORT - **Move-out / Move-in** (please circle one) - Studio / One Bedroom Apartment # \_\_\_\_\_

Inspected by: \_\_\_\_\_  
(Staff Signature)

Inspected by: \_\_\_\_\_  
(Resident's Signature)

Name of Resident: \_\_\_\_\_

Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

	CONDITION				
	Worn/ Usable	Good	Bad	Cleaned	
<b>KITCHEN</b>					
Wall/ceiling paint					(nails, stickers, dents, etc.)
Floor					
Cabinets/counters					
Sink/faucets					
Fridge					
Stove/oven hood fan/light					
Broiler pan					
Microwave					
Light Switches/ Electrical Outlets					
<b>LIVING ROOM</b>					
Wall/ceiling paint					(nails, stickers, dents, etc.)
Windows/Handles					
Blinds					
Carpets					Steam cleaned? _____ (move-out only; receipt to present)
Dining Table/chair(s)					Edges?
Sofa/chair					Burns?
Side Table(s)					Edges
Floor Lamp					Lightbulb work?
Desk/Chair					Edges?
Light Switches / Electrical Outlets					
<b>BATHROOM</b>					
Wall/ceiling paint					(nails, stickers, dents, etc.)
Cabinets/Counter					
Ceiling Fan					
Mirror & Sink					
Toilet					Plunger? _____
Shower/Tub					
Floor					

	CONDITION				Explanation
	Worn/ Usable	Good	Bad	Cleaned	
<b>BEDROOM</b>					
Walls/Ceiling Paint/Door					(nails, stickers, dents, etc.)
Bed					Drawers? _____ Edges? _____
Mattress					
Mattress Cover/Pad					
Carpets					Steam cleaned? _____ (move-out only; receipt to present)
Windows/Handles					
Blinds					
Floor lamp					
Closet door/racks					
Light Switches / Electrical Outlets					
<b>OTHER</b>					
Coat Closet (1 BR)					
Door/Trim paint					
Light Switches / Electrical Outlets					
Smoke Detector(s)					
<b>Garbage Compactor</b> (Move-in only)					Has your Comco explained/given the instruction to you? _____
<p><b><i>Please note that move-out inspections are not considered final until cleaning staff assessed time needed to do a thorough cleaning. Charges are deducted from the security deposit at \$40/hour.</i></b></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>					

If you are moving out:

**Mailing Address (for security deposit refund only):**

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