

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

Inspected by: _____
(ComCo's Signature)

Inspected by: _____
(Resident's Signature)

Name of Resident: _____

Date: _____

Email Address: _____

Phone #: _____

	CONDITION				
	Worn/ Usable	Good	Bad	Cleaned	
KITCHEN					
Wall/ceiling paint					(nails, stickers, dents, etc.)
Floor					
Cabinets/counters					
Sink/faucets					
Fridge					
Stove/oven hood fan/light					
Broiler pan					
Microwave					
LIVING ROOM					
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 works?
Desk/Chair					Edges?
BATHROOM					
Wall/ceiling paint					(nails, stickers, dents, etc.)
Cabinets/Counter					
Ceiling Fan					
Mirror, Light & Sink					Lightbulbs work?
Toilet					Plunger? _____
Shower/Tub					
Floor					

	CONDITION				Explanation
	Worn/ Usable	Good	Bad	Cleaned	
BEDROOM					
Walls/Ceiling Paint/Door					(nails, stickers, dents, etc.)
Bed					Drawers? _____ Edges? _____
Mattress					
Mattress Cover/Pad					Washed? _____
Carpets					Steam cleaned? _____
Windows/Handles					
Blinds					
Floor lamp					
Closet door/racks					
OTHER					
Coat Closet (1 BR)					
Door/Trim paint					
Light Switches / Electrical Outlets					
Smoke Detector(s)					
Garbage Compactor (Move-in only)					Has your ComCo explained/given the instruction to you? _____
<p>Please note that move-out inspections by ComCos are not considered final. Cleaning staff will assess time needed to do any necessary cleaning. Charges are deducted from the security deposit at \$50/hour. If you return in the fall, you might be asked to pay move-out charges to restore your security deposit.</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, please leave your **Mailing Address (for security deposit refund only):**
