

St. Andrew's Hall CONDITION REPORT - Move-out // Move-in (please circle one)

- Townhouse / 2 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					
Storage Closet					Door, light, walls?
Dishwasher <small>(2 BR only)</small>					
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?
Sofas					Burns?
Side tables					
Floor/dining lamps					Lightbulbs work?
Door/foyer walls					Paint, hooks?
DEN					
Wall/ceiling paint					(nails, stickers, dents, etc.)
Windows/handles					
Blinds					
Carpets					Steam cleaned?
Desk/chair					
Floor lamp					Lightbulb work?

	CONDITION				Explanation	
	Worn/ Usable	Good	Bad	Cleaned		
BATHROOM						
Wall/ceiling paint					(nails, stickers, dents, etc.)	
Cabinets/counter						
Ceiling fan						
Mirror & Sink						
Toilet					Plunger? _____	
Shower/tub						
Floor						
BEDROOMS						
					Large (Master)	Small (2nd)
Walls/Ceiling Paint/Door					(nails, stickers, dents, etc.)	
Bed(s)						
Mattress(es)						
Mattress covers/pads					How many? _____ Washed? _____	How many? _____ Washed? _____
Carpets					Steam cleaned? _____	Steam cleaned? _____
Windows/handles						
Blinds						
Floor lamp (1 each)						
Closet door/racks						
STAIRCASE						
Walls/Ceiling Paint						
Carpets on steps and landings					Steam cleaned? _____	
OTHER						
Light Switches / Electrical Outlets						
Smoke Detector(s)						
Front Yard/Patio						
Garbage Compactor (Move-in only)					Has your ComCo explained/given the instruction to you? _____	

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.

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.

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