

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

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

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

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

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

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

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

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

	CONDITION				Explanation
	Worn/ usable	Good	Bad	Cleaned (Move- out only)	
<b>BEDROOM</b>					
Wall/ceiling paint/door					(nails, dents, stickers, etc.)
Bed					Edges? _____
Mattress					Stains? Hair?
Mattress cover/pad					Washed? _____ (for move-out only)
Carpets					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					
<b>Garbage Compactor (Move-in time only)</b>					Has your ComCo explained/given the instruction to you? _____
<p>Please note that move-out inspections by ComCos are not considered final. Assessment of cleaning and repair charges are based on actual reports from cleaning staff and the maintenance office. Move out charges are deducted from the security deposit at \$50/hour for cleaning and actual cost for repairs. If you return in the fall, you should pay move-out charges assessed by the Housing Office to restore your security deposit in the new residential agreement. <b>Otherwise, the agreement is no longer valid.</b></p> <p>Please make an appointment with your ComCo as soon as possible to arrange an inspection. Move-in and move-out reports will be compared to determine damages and missing items.</p> <p>Please make sure you sign <b>the inspection of the common areas.</b></p>					

**If this is your final move-out, please leave your Mailing Address (for security deposit refund only):**

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