

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

	<b>CONDITION</b>				
	Worn/ Usable	Good	Bad	Cleaned (Move-out only)	
<b>KITCHEN</b>					
Wall/ceiling paint					(nails, sticky stuff, dents, etc.)
Walls behind oven & fridge					
Floor					Cracked tiles?
Cabinets/counters					
Sink/faucets/plugs					Drains?
Fridge					(crispers, shelves, caulking, etc.)
Stove/oven hood fan/light					
Microwave					(inside, outside & shelf underneath)
<b>LIVING ROOM</b>					
Wall/ceiling paint					(nails, stickers, dents, etc.)
Windows/Handles					
Blinds					(rods & strings)
Carpets					Steam cleaned? (move-out only; receipt to present) _____ Damage & discolouration? _____
Dining Table/chair(s)					Edges?
Sofa/chair					Burns? *Check under sofa cushions.
Side Table(s)					Edges
Floor Lamp					Lightbulb works?
Desk/Chair					Edges?
<b>BATHROOM</b>					
Wall/ceiling paint					(nails, stickers, dents, etc.)
Cabinets/Counter					
Ceiling Fan					(inside & cover)
Mirror, Light & Sink					Lightbulbs work?
Toilet					(inside, outside and behind) Clean plunger? _____
Shower/Tub					
Floor & Door					(cracked tiles?)

	CONDITION				Explanation
	Worn/ Usable	Good	Bad	Cleaned (Move-out only)	
<b>BEDROOM</b>					
Walls / Ceiling Paint / Door (1Br)					(nails, stickers, dents, etc.)
Bed					Edges? _____
Mattress					Dust, stain, odour, underneath?
Mattress Cover/Pad					Washed/Clean? _____
Carpets					Steam cleaned? (receipt?) _____ Damage & discolouration?
Windows/Handles					
Blinds					(Rods & strings)
Floor lamp					(Bulb & switch)
Closet door/racks					(Floors & walls)
<b>OTHER</b>					
Coat Closet (1 BR)					
Apt Door/Trim paint					
Light Switches / Electrical Outlets					
Smoke Detector(s)					
Thermostat & De-humidistat					
<b>Garbage Compactor</b> (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. Housing Office will assess time spent to do any necessary cleaning and cost for repairs. Cleaning charges are deducted from the security deposit at \$50/hour. Repairs of damage will be charged for parts and labour. If you have signed a new residential agreement and will return to St. Andrew's Hall, any outstanding move-out charges should be paid to restore your security deposit by the date set by the Housing Office prior to your return.</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.</p>					

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

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