

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

	<b>CONDITION</b>				
	Worn/ Usable	Good	Bad	Cleaned (Move-out only)	
<b>KITCHEN</b>					
Wall/ceiling paint					(lights, nails, stickers, dents, etc.)
Walls behind oven & fridge					
Cabinets/counters					
Sink/faucets/drain					
Fridge					(crispers, shelves, caulking, etc.)
Stove / oven hood fan/ light					
Microwave					(inside, outside & underneath shelf)
Floor					Cracked tiles?
Storage Closet					Door, light, walls?
Dishwasher (2 BR only)					Cleaned inside?
<b>LIVING ROOM</b>					
Wall/ceiling paint					(nails, stickers/tapes, dents, etc.)
Windows/handles					
Blinds					(rods & strings)
Carpets					Shampooed? (move-out only; receipt to present) _____ Damage or Discolouration?
Dining table/chair(s)					Edges?
Sofas					Burns & stains?
Side tables					
Floor/dining lamps					Lightbulbs/switches work?
Door/foyer walls					Paint, hooks?
<b>DEN</b>					
Wall/ceiling paint					(nails, stickers/tapes, dents, etc.)
Windows/handles					
Blinds					(Rods & strings)
Carpets					Shampooed? (move-out only; receipt to present) _____ Damage or Discolouration?
Desk/chair					(bottom of legs & nails)
Floor lamp					Lightbulb & switch work? _____ Cleaned? _____

	CONDITION				Explanation	
	Worn/ Usable	Good	Bad	Cleaned (Move-out only)		
<b>BATHROOM</b>						
Wall/ceiling paint					(lights nails, stickers/tapes, dents, etc.)	
Cabinets/counter						
Ceiling fan					(inside and cover)	
Mirror / Sink / Lights					(sink drain)	
Toilet					(inside, outside & behind) Cleaned plunger? _____	
Shower / tub / shower head						
Floor / Door					Cracked tiles? _____	
<b>BEDROOMS</b>						
					<b>Large (Master)</b>	<b>Small (2nd)</b>
Walls/Ceiling Paint/Door					(nails, stickers/tapes, dents, etc.)	
Bed(s)						
Mattress(es) & underneath					(stains & odours)	
Mattress covers/pads					How many? _____ Washed? _____	How many? _____ Washed? _____
Carpets					Shampooed (move-out)? _____ Damage? _____	Shampooed (move-out)? _____ Damage? _____
Windows/handles						
Blinds (rods & strings)						
Floor lamp / switch						
Closet door / racks / floors / walls						
<b>STAIRCASE</b>						
Walls/Ceiling Paint & Light						
Carpets on steps & landings					Shampooed (move-out only, receipt to present)? _____ Damage & discolouration?	
<b>OTHER</b>						
Light Switches / Electrical Outlets						
Smoke Detector(s)						
Front Yard/Patio						
<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 actually spent to do any necessary cleaning and cost for repairs. <b>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.</b></p> <p>Please make an appointment with a 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)**: