



Tips for Conducting Your Room Condition Inspection

WINDOWS and LIGHTS

Note the condition of all windows, storm windows, screens, shades (cracks, tears, holes, stains). Check to see that they all operate properly. Check light fixtures - do they work and do they all have shades or covers? Are switch plates, outlet covers, and phone/data outlets intact and functional?

FURNITURE

Note quantity and condition (e.g. chips, scratches, stains, burns, loose handles) of furniture. You will be charged for any furniture missing from your room when you move out. **If you chose to store furniture, be sure to return it prior to your departure.**

WALLS, DOORS, and FLOORS

Note location of any damages to doors (both sides) and door frames, any scratches or dents, nail or dart holes, tape residue, malfunction or missing hardware. Note cleanliness of and damage to any walls, including holes, tape, and sheetrock tears. Note size and location of any stains, holes, or tape in ceilings or ceiling tiles and stains, tears or burns in carpeting or flooring. Note any hooks, screws, tacks, nails, tape, decals, or stickers, or any item attached by these means to doors, walls, ceilings, furniture, or windows. **Your housing contract forbids the use of screws, decals, tacks, or adhesives on walls, furniture, fixtures, or windows. You will be charged for the labor and materials required to remove and repair the surfaces on which they were used.**

ANYTHING ELSE

Note anything in the room that is not clean or is damaged or does not work well. Note any items supplied which are not listed on this report. Note the absence of any items listed on this report.

	<u>NEW</u>	<u>GOOD</u>	<u>FAIR</u>	<u>POOR</u>	<u>MISSING</u>
DOOR EXTERIOR					
EXTERIOR ROOM SIGN					
DOOR LOCK					
DOOR INTERIOR					
LEFT WALL					
RIGHT WALL					
FAR WALL					
NEAR WALL					
FLOOR/ CARPET					
CEILING					
SMOKE DETECTOR					
BASEBOARD					
WARDROBE CLOSET					
BEDFRAME					
MATTRESS					
DRAWERS (3)					
DESK					
DESK LAMP					
DESK CHAIR					
WINDOW BLINDS					
WINDOW GLASS					
WINDOW SCREEN					
WINDOW LOCK					
WINDOW SHELF					
OUTLETS					
SWITCHES					
LIGHTS					
TELECOM/ DATA PORT					

ADDITIONAL COMMENTS

Note and tape residue, stickers, hooks, screws, holes, scratches, and overall cleanliness of both the interior and exterior of the door.

The left wall is the wall to your left as you enter the room.

The right wall is the wall to your right as you enter the room.
 The far wall is the wall you would see as you enter the room.
 The near wall is the wall of which the doorframe is part.

Are there any stains, tears, burns, scuff marks or other irregularities?
 Note cleanliness and damage including tape residue, holes, sheetrock tears, etc.

Room Key Received by _____ KEY # _____

Mail Key Received by _____ KEY # _____