

## Move-In Inspection Checklist

Name: \_\_\_\_\_ Room: \_\_\_\_\_

Student ID: \_\_\_\_\_ Date: \_\_\_\_\_

| Living Room    | Condition<br>circle one | Notes – Please make notes on any item in <b>Poor</b> condition |
|----------------|-------------------------|----------------------------------------------------------------|
| Furniture      | Good or Poor            |                                                                |
| Window Blinds  | Good or Poor            |                                                                |
| Carpet         | Good or Poor            |                                                                |
| Doors          | Good or Poor            |                                                                |
| Bathroom       | Good or Poor            |                                                                |
| Floors         | Good or Poor            |                                                                |
| Hallway        |                         |                                                                |
| Doors          | Good or Poor            |                                                                |
| Closet         | Good or Poor            |                                                                |
| Kitchen        |                         |                                                                |
| Appliances     | Good or Poor            |                                                                |
| Sink           | Good or Poor            |                                                                |
| Counter        | Good or Poor            |                                                                |
| Window Blinds  | Good or Poor            |                                                                |
| Floor          | Good or Poor            |                                                                |
| Furniture      | Good or Poor            |                                                                |
| Bathroom       |                         |                                                                |
| Toilet         | Good or Poor            |                                                                |
| Sink           | Good or Poor            |                                                                |
| Counters       | Good or Poor            |                                                                |
| Shower/Curtain | Good or Poor            |                                                                |
| Cabinets       | Good or Poor            |                                                                |
| Door           | Good or Poor            |                                                                |
| Floor          | Good or Poor            |                                                                |
| Bedroom        |                         |                                                                |
| Furniture      | Good or Poor            |                                                                |
| Floor          | Good or Poor            |                                                                |
| Window Blinds  | Good or Poor            |                                                                |
| Closet Doors   | Good or Poor            |                                                                |
|                |                         |                                                                |
| <b>Other</b>   | Good or Poor            |                                                                |
|                |                         |                                                                |

**Please attach a separate page if additional documentation is needed. If you would like to submit pictures, please send pictures with an explanation to: [Housing@csustan.edu](mailto:Housing@csustan.edu)**

The purpose of the Move-In Inspection Checklist is to establish and document the condition of the unit at move-in and will be used in comparison to the Move-Out Checklist upon move out to determine any documented damage. Resident accepts the entire assigned unit is in good condition with the exception of the item(s) noted above. Resident understands that they are responsible for any damage to the assigned unit caused by the resident, all occupants and/or guests during their occupancy.

Resident understands that returning the unit in the condition they received it includes returning the unit clean and has read and understands the potential move-out damage and cleaning charges on the reserve page.

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return to Housing Office within 5 days of move-in.**

## Tips to help you AVOID cleaning and/or damage charges!

1. CLEAN your unit! Leave it in the same condition as when you moved in.
  - Remove ALL of your items. Do NOT leave anything behind including personal items, trash, food in the refrigerator, items in drawers, shampoo in the shower, etc...
  - Clean ALL floors. Sweep, mop and vacuum.
  - Clean all areas in your bathroom including the toilet, shower, sink, counters and cupboards.
  - Clean all areas in your kitchen including sink, counters, refrigerator, microwave, stove top, oven and hood, cupboards.
  - Clean all areas of your bedroom including the floors, desk, dresser and window sill.
  - Clean all common surfaces such as living room floors, tables, chairs, etc.
2. Communicate with your roommates and make sure you are in agreement with cleaning your unit. Common area charges are split among all roommates regardless of different move out dates.
3. Make sure you have appropriate cleaning supplies needed to properly clean your kitchen and bathroom areas such as cleaning sprays, sponges, scrubbers, etc. The housing office has limited supply of cleaning kits to check-out that include cleaning sprays and cloths.
4. Vacuums, brooms, and mops are available to check-out from the housing office as a courtesy. Plan accordingly and don't wait until the last day to check out a resource because availability is limited. If these resources are not available when you come to check-them out, it is still your responsibility to leave your unit clean.

**Don't wait until the last minute! The more rushed you are trying to meet the Move-out deadline, the more likely you are to forget.**

## Common damage and cleaning charges we hope to help you avoid...

- Items/trash left in the unit
- Room/Unit left without cleaning
- Inside Appliances NOT cleaned
- Damaged furniture – stains or rips in upholstery
- Damaged walls (holes or double sided tape)

Cleaning charges are charged on an hourly rate based on the amount of extra time our professional staff will need to clean the unit to return it to the condition when you moved in. **Leaving a unit dirty is NOT normal wear and tear.**

Damage charges are based on materials and labor hours needed for the repair. Some repairs are not handled within housing and need to be sourced out for repair, such as damaged upholstery and damaged blinds. Damaged walls are handled within housing and charged based on the time and materials needed for the repair.

