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| **MOVE IN/OUT INVENTORY FORM**APARTMENT NO.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MOVE IN DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MOVE OUT DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **MOVE IN** | **MOVE OUT** |
| **KITCHEN** COUNTERTOPSSINKREFRIGERATORSTOVEDISHWASHERMICROWAVE CABINETS FLOORSWALLS/CEILING/PAINTWINDOWSGARBAGE DISPOSALPANTRYDOORSBASEBOARDS |  |  |
| **DINING ROOM**FLOORSWALLS/CEILING/PAINTCABINETSCEILING FANWINDOWSFURNITUREDOORSBASEBOARDS |  |  |

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|  | **MOVE IN** | **MOVE OUT** |
| **LIVING ROOM**FLOORSWALLS/CEILING/PAINTWINDOWSCEILING FANFURNITUREDOORSBASEBOARDS |  |  |
| **UTILITY CLOSET**WASHING MACHINEDRYERWALLS/CEILING/PAINTFLOORSWINDOWSCABINETSDOORSBASEBOARDS |  |  |
| **BATHROOM**FLOORSWALLS/CEILING/PAINTCABINETS COUNTERTOPSINKSTUBTOILETDOORSBASEBOARDS |  |  |

**HELPFUL TIPS**

* Be picky and specific. The purpose of this form is to avoid being charged for pre-existing damages; if you don’t list it, the LL can assume you caused it.
* Take note of both the inside and outside of cabinets and appliances.
* Take lots of pictures the day you move in and the day you move out to prove exactly how things looked. Keep the pictures for at least one year after you’ve vacated.
* Texas law requires you to request repairs with mailed letters; email does NOT count. Find a free Repair Request form @ [../lss/forms.php](http://deanofstudents.utexas.edu/lss/forms.php).
* Don’t wait until it’s too late. If you have questions or need help, call Legal Services for Students at 512-471-7796 to schedule a free confidential meeting with a lawyer.

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|  | **MOVE IN** | **MOVE OUT** |
| **BEDROOM**FLOORSWALLS/CEILING/PAINTWINDOWSCEILING FANDOORCLOSET DOORCLOSET INTERIORFURNITUREDOORSBASEBOARDS |  |  |
| **BALCONY/PATIO**FLOORSWALLS/CEILING/PAINTWINDOWSDOORFURNITURE |  |  |
| **ALL ROOMS**LIGHT BULBSSMOKE DETECTORSWINDOW SCREENS |  |  |