

MOVE IN INSPECTION FORM

This sheet is to document cosmetic issues only. It will be used for documentation and placed in your file. Issues that need repaired, please go to the website at www.university-townhomes.com and then login to your resident portal and place a maintenance request so that it can be scheduled. Once your work order has been scheduled an email will be sent to the individual that placed the work order for the date/time of the scheduled repair. That individual will be responsible for communicating to all roommates that a maintenance person will be entering the town home to make the needed repair.

Having a completed inspection form on file for you will allow management to know what was damaged prior to your move-in. This should eliminate erroneous charges to your security deposit upon your move out of damages that were caused prior to your move-in. Please be as detailed as possible and use the back of this form, pictures and/or additional pages.

Living Room/Kitchen:

Bathroom:

Common areas such as entryway, halls and stairs:

Bedroom:

Resident Name: _____

Assigned Residential Rooms

Unit address: _____

Bedroom Location: _____

Bathroom Location: _____

**ALL FORMS DUE BACK WITHIN 5 DAYS FROM
THE DATE YOU MOVE IN. PLEASE PLACE IN
THE PROPERTY DROP BOX OR EMAIL TO
manager@university-townhomes.com**