

**MOVE IN INSPECTION FORM**

This sheet is to document cosmetic issues only. It will be used for documentation and placed in your file. Items on this sheet will not be scheduled for repair. Issues that need repaired, please go to the website at [www.university-townhomes.com](http://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 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. (Please be as detailed as possible and use the back of this form and/or additional pages).

**Common Areas:** Unit Address: \_\_\_\_\_ Court, Kent, OH 44240

Living Room/Kitchen: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Down Bathroom: \_\_\_\_\_

\_\_\_\_\_

Common areas, such as halls, Other: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Individual Resident Space:**

Resident Name: \_\_\_\_\_ Date: \_\_\_\_\_

Bedroom (Indicate Location also): \_\_\_\_\_

\_\_\_\_\_

Bathroom (Indicate Location also): \_\_\_\_\_

\_\_\_\_\_

**ALL FORMS ARE DUE BACK WITHIN 5 DAYS AFTER MOVE IN.  
PLEASE PLACE IN THE PROPERTY DROP BOX OR E-MAIL TO  
DDAVIS.APSLLC@YAHOO.COM**