

# Intern Housing Check-in/Check-out Form



**Intern Name:** \_\_\_\_\_

**Intern Housing Agreement Signed:**                      Yes      No

**Damage Deposit Amount:**    \$ \_\_\_\_\_                      **Paid:**                      Yes      No

**Move-In Date:** \_\_\_\_\_                      **Move-Out Date:** \_\_\_\_\_

**Room:** \_\_\_\_\_

## Room Inspection

Bedroom Item	Move-In Condition	Move-Out Condition
Doors & Keys		
Door Stop		
Closet		
Light Fixture & Bulb		
Switches & Plugs		
Carpet/Flooring		
Walls		
Ceiling		
Windows		
Screens		
Window Coverings		
Window Sills		
Phone/Internet Jacks		
Plumbing Fixtures		
Cleanliness		
Desk		

