

Inventory List

Please check that each item is present in your suite and record any damages found.

	Check	Damages/Comments
Microwave		
Stove		
Fridge		
Dishwasher		
Toaster		
Coffee Maker		
Kettle		
Tea Pot		
Pot Set - 6 pots and lids		
Frying Pans x 2		
Baking Sheets x 8		
Mixing Bowls: 5 Color Ceramic OR Set 4 Glass with Lids		
Knife Set		
Cutting Board		
Kitchen Utensils Set - (Ladle, Turner, Spoon, Pasta Server, Tongs, Wisk, Peeler		
Spatulas 2		
Wooden Spoons 2		
Can Opener		
Measuring Cup		
Oven Mitts		
Glasses x 8		
Dinner Ware Set (4 place settings)		
Silverware Set		
Cutlery Tray		
Salt & Pepper Shaker		
Placemats		
Broom & Dust Pan		
Floor Swiffer		
Garbage Can x 2		
Kitchen Towels 3 Lrg/2 Sm		
Iron		
Ironing Board		
Bath Towels x 4		
Hand Towels x 2		
Face Cloths x 2		
Bed & Box Spring		
Pillows & Cases x 2		
Blanket		

Comforter		
Bed Skirt		
Fitted Sheet		
Flat Sheet		
Shower Curtain		
Lamps 1 <i>or (2**)</i>		
Dresser		
Alarm Clock		
End Table 1 <i>or (2**)</i>		
Kitchen Table		
Kitchen Chairs x 2		
Desk Table & Chair		
Phone/Phone Book		
<i>Coffee Table**</i>		
Brown Chair		
<i>TV Stand**</i>		
TV		
DVD Player		
Internet Modem + Cord		
Cable Box		
Remotes x3		
Laundry Basket		
Clothes Hangers		
<i>Couch and 2 cushions**</i>		
Rechargeable Flashlight		Please ensure this remains plugged in at all times.

***** Found in one bedroom suites only***

Tenant's Name: _____ Room Number _____

Tenant's Email Address _____

Please bring this completed Form to the Facility Clerk where the clerk will witness your signature and collect a copy of a valid credit card to act as your security deposit.

Date: _____

Tenant's Signature: _____

You are also verifying that you did receive a copy of the General Information in your Welcome Package.

Staff's Signature: _____

A SIGNED copy of this will be provided to you for your own records.

- *Tenants can make prior arrangements with the Facility Clerk to perform a walk through inspection with the tenant prior to vacating the premises.*
- *Housekeeping staff will do final inspection after you vacate unless other arrangements are requested by you.*