



Move In/Out Checklist

Please have this inspection checklist completed and returned to Housing within 72 hours of move in date. It is important to fully inspect and complete this form as to not acquire any additional charges upon Move out inspection

**FOR IMMEDIATE MAINTENANCE CONCERNS, PLEASE CONTACT
 maintenance@garrett.edu and/or call 847.866.3941**

Resident Name _____ Date of Move In _____

Unit Address _____

LIVING ROOM	Condition on arrival	Resident Comments	Condition on Departure	Inspector comments
Door Intercom				
Ceiling Fan/light fixtures				
Flooring				
Doors and Hardware				
Smoke/CO2 Alarm				
Wall Base/ Trim				
Ceiling molding				
Walls				
Wall Plates				
Window/ blinds/shades				
DINING ROOM	Condition on arrival	Resident Comments	Condition on Departure	Inspector comments
Blinds/shades				
Ceiling Fan				
Doors and Hardware				
Flooring				
Light Fixtures				
Smoke/CO2 Alarm				
Wall Base/Base Trim				
Wall Plates				
Walls				
Window/ blinds/shades				
BEDROOM 1	Condition on arrival	Resident Comments	Condition on Departure	Inspector comments
Blinds/shades				
Bypass Door/Bifold Door				
Closet Rod/Racks				
Closet/Drawer Knobs				
Ceiling Molding				
Door and Hardware				
Flooring				
Light Fixtures				

Privacy Lockset				
Smoke/CO2 Alarms				
Wall Base/Base Trim				
Wall Plates				
Window/ blinds/shades				

BEDROOM 2	Condition on arrival	Resident Comments	Condition on Departure	Inspector comments
Blinds/shades				
Bypass Door/Bifold Door				
Closet Rod/Racks				
Closet/Drawer Knobs				
Ceiling Molding				
Door and Hardware				
Flooring				
Light Fixtures				
Privacy Lockset				
Smoke/CO2 Alarms				
Wall Base/Base Trim				
Wall Plates				
Window/ blinds/shades				
BATHROOM	Condition on arrival	Resident Comments	Condition on Departure	Inspector comments
water shutoffs				
Soap/TP/Towel holder				
Cabinets & Drawers				
Exhaust Fan				
Faucet/Pop-Ups				
Flooring				
GFCI/ Electric Plugs				
Door and Hardware				
Light Fixtures				
Medicine Cabinet				
Mirror				
Privacy Lockset				
Shower curtain rod				
Showerhead				
Sink				
Toilet				
Tub Surround				
Trim				
Wall Plates				

