

Instructions for Completing the SFA Residence Life Inventory Sheet

How to Fill-out the Inventory Sheet

- Each individual resident must complete an inventory sheet, which each resident will receive upon arrival to campus for check-in.
- Resident will fill in the following blanks, located at the top of the form:
 - Name
 - Campus (Student) ID number
 - Phone Number
 - Facility (Name of Residence Hall)
 - Unit # (Room number & indicating A, B, C, or D (if applicable))
 - ***Do NOT fill out the “Key Returned”, “Trash”, or “New Assignment” sections
- Resident will then ONLY fill out the **MOVE-IN** column of the form completely, notating any damages & the condition of all items listed in the “Items” column of the form and located in your room/space.
 - To grade the condition of an item or space, use the following scale:
 - **Poor, Fair, Good, or Like New**
 - Provide details for any damage you find or any item/space you grade as “Poor”.
 - If you need more space for comments, write on the back of the white copy.
 - If your room does not contain a certain item or space, mark that blank “N/A”.

What to look for while filling out the Inventory Sheet:

- Be thorough – looking at your space from many angles will help identify any concerns.
- Look for stains, scratches, tears, holes, or discoloration on each item in your space.
- Check for leaks and wetness around pipes, sinks, or drains.
- Use all of your senses – inspect for odors, sharp edges, broken lights, etc.

Additional Tips for inspecting your room:

- Complete the Inventory sheet before you move anything into your room.
- Mark any and all existing problems in the Move-In column of the sheet.
- Feel free to document (write down, take pictures) any damages, dents, marks, or other concerns you identify, for your records.
- You may be charged during Move-out for damages not listed on this sheet.
- If you have any questions, reach out to one of your Resident Assistants (RAs).

Turning in the Inspection Sheet:

- Residents must return completed Inventory Sheets to their RAs by 10pm on August 25, 2024.
- Both Resident and an RA must sign and date the form.
- Resident will receive the PINK copy of this sheet for their records.

Thank you for taking time to fill out this Inventory Sheet. By completing and returning this form, you ensure that Res Life is aware of all outstanding damages and the condition of your room and its contents upon your arrival.

