

U.D. Residence Hall Room Inventory Check-Out

All hall residents are required to complete the online room inventory check-out for any approved relocation to a different room at any point during the year or upon move out at the end of the academic year.

Failure to do so WILL result in an improper check-out fine of \$50. This is in addition to any other applicable fines resulting from damages beyond normal wear-and-tear or for any missing items that were noted as present upon check-in.

If you do not yet have a key return envelope, contact your RA or the Office of Student Life .

INSTRUCTIONS: This sheet may be used to check individual items prior to submitting the official Room Inventory Check-Out Form online at <http://www.udallas.edu/fillform/1739>

As you follow along with the items below, inspect the current condition of your room. If you find any items in any section in other than good condition, note as such in the 'comments' block at the end of that section in the online form. Be clear and specific. **Lack of comments in any section indicate that all items in that section are present and in good or working condition.**

You will immediately receive a confirmation message on your screen after successful submission of the form.

FURNITURE: These items are in my room and in reasonable condition:

- Bed Frame
- Mattress
- Desk
- Desk Chair
- Desk hutch -or- bookshelf
- Dresser
- New Hall Suite Only – Common area: 2 corner and 2 center seating units with 1 multi-purpose table

ELECTRICAL: These items are in working condition:

- Electrical Outlets/Switches
- Smoke Detector (is the light blinking?)
- Heating/Cooling Unit (if you cannot determine, note below)
- Phone Jack
- Network Jack
- Overhead Light

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ROOM: These items are in reasonable condition:

- Paint Finish
- Room Door
- Lock(s)
- Ceiling
- Window(s)
- Windowsill
- Window Screen(s) {should be one on each window-note below if any are missing}
- Blind(s)
- Closet Door(s)
- Closet Drawers(s)/Shelf
- Walls
- Floor or Carpet

CHECK-OUT TERMS AND CONDITIONS:

(as outlined via the official online check-out form)

- I accept responsibility for the current condition of my residence and its furnishings upon moving out.
- With the exception of any specifics listed above, I understand and acknowledge that everything in my residence is present and in good condition or working order.
- I fully understand that after this check-out, I will be charged for any damages beyond normal wear-and-tear that have occurred or for any missing items that were noted as present upon check-in
- I fully understand that upon checking out, I will be charged if the room key issued to me is not returned immediately upon departure from campus. (If you do not yet have a key return envelope, contact your Resident Assistant or the Office of Student Life .)
- I understand that if this form is not submitted by the given deadline, there will be an additional \$50 improper check-out fine billed to my account in the Business Office

Additional questions regarding this process may be directed to the Office of Student Life.