STANFORD UNIVERSITY GRADUATE HOUSING
APARTMENT CONDITION FORM
KENNEDY GRADUATE RESIDENCES

(Please print)
Name: ___________________________ Cell Phone: ___________________________ Email: ___________________________
Residence/Building: ___________________________ Apartment No.: ___________________________

Bedroom Letter (circle one): A B n/a  Apartment Type (check one): _____ Singles _____ Couples

- Please complete and return this form to your Housing Front Desk within a week after arriving. If the form is not turned in, the apartment will be deemed to be in a satisfactory condition.

- Student Housing strives to ensure that all apartments are in good condition and ready prior to the resident’s arrival. Please help us address maintenance issues by contacting the Housing Front Desk or by submitting a fix-it form online at http://fixit.stanford.edu.

- If you are moving into a partially occupied apartment, please be aware that your new roommate(s) may have been living in that space for several months or years. Your apartment was cleaned by Student Housing custodial staff prior to your arrival. With occupied apartments, we clean the vacant bedroom and touch up the common areas. To honor the remaining resident’s privacy, we do not go into closed spaces such as refrigerators, cabinets, shared pantries, or closets. If you are not satisfied with the cleanliness of your bedroom or common areas, please let your Housing Front Desk know as soon as possible so that the issue is addressed.

- Please note any problems found in the space below to avoid any charges for pre-existing damages when moving out. Please make sure to retain a copy of this form for your records.

The reverse side of this form lists what should be in each apartment. Please indicate the quantity of each below. Any items missing upon departure will be charged to you.

**Bedroom Items**

- Desk
- Desk Chair
- Dining Table (Lieberman & Miller)
- Dining Chairs (Hastorf, Lieberman & Miller)
- Leather Chair (Hastorf, Lieberman & Miller)
- Bed
- Fixed Bookcase (Lieberman & Miller)
- Portable Bookcase
- Mobile Pedestals
- Stacked Dressers
- Phone (Hastorf, Lieberman & Miller)

**Common Area Items**

- Dining Table (Rosse)
- Dining Chairs (Rosse)
- Coffee Table (Rosse)
- Sofa (Rosse)
- Leather Chair (Rosse)
- Phone (Rosse)

- For residents with roommates only: Was your apartment partially occupied upon move in? Yes ___ No ___

Date: ___________________________ Signature ___________________________

SEE REVERSE SIDE
These are the items that should be in your apartment. On the front of this form please list the quantity of each item found in the common area and bedroom upon move-in.

<table>
<thead>
<tr>
<th>Lieberman &amp; Miller Houses (Items per studio)</th>
<th>Hastorf House (Items per studio)</th>
<th>Rosse House (Items per bedroom)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 dining table</td>
<td>1 queen bed</td>
<td>1 full bed</td>
</tr>
<tr>
<td>2 dining chairs</td>
<td>1 phone</td>
<td>3 stacked dressers</td>
</tr>
<tr>
<td>1 full bed</td>
<td>6 stacked dressers</td>
<td>2 pedestals</td>
</tr>
<tr>
<td>3 stacked dressers</td>
<td>2 pedestals</td>
<td>1 desk</td>
</tr>
<tr>
<td>2 pedestals</td>
<td>1 desk</td>
<td>1 desk chair</td>
</tr>
<tr>
<td>1 phone</td>
<td>1 desk chair</td>
<td>1 portable bookcase</td>
</tr>
<tr>
<td>1 desk</td>
<td>1 portable bookcase</td>
<td>1 leather chair</td>
</tr>
<tr>
<td>1 desk chair</td>
<td>1 leather chair</td>
<td>2 dining chairs</td>
</tr>
<tr>
<td>1 portable bookcase</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 fixed bookcase</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 leather chair</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Common Area*

- 1 dining table
- 4 dining chairs
- 1 coffee table
- 1 leather chair
- 1 sofa
- 1 phone