

**STANFORD UNIVERSITY GRADUATE HOUSING  
APARTMENT CONDITION FORM  
LYMAN GRADUATE RESIDENCES**

**(Please print)**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Residence/Building** \_\_\_\_\_ **Apartment No.** \_\_\_\_\_

**Bedroom No./Letter** \_\_\_\_\_

• 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.

• It is the practice of Student Housing to ensure that all vacancies are cleaned and ready prior to the resident's arrival. Please help us take care of any maintenance issues found by submitting a fix-it form on-line at <http://fixit.stanford.edu>.

• If you are moving in a partially occupied apartment, please be aware that your apartment may be occupied and your new roommate may have been living in that space for several months or years. Your room 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.

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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

\_\_\_ Bed

\_\_\_ Bookcase

\_\_\_ Dresser

**Common Area items**

\_\_\_ Sofa

\_\_\_ Club Chair

\_\_\_ Coffee Table

\_\_\_ Dining Table

\_\_\_ Dining Chairs

\_\_\_ Bookcase

\_\_\_ Phone

• For students 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 if furnished. On the front of this form please list the quantity of each item found in the common area and bedroom upon move-in.

<b>LYMAN GRADUATE RESIDENCES</b>
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**Two Singles (2 brm)**

***Items per bedroom***

- 1 desk
- 1 desk chair
- 1 bed
- 1 bookcase (tall)
- 1 dresser

***Common Area***

- 1 sofa
- 1 club chair
- 1 coffee table
- 1 dining table
- 4 dining chairs
- 1 bookcase (short)
- 1 phone