



Housing and Residence Life
106 Old Main (610)683-4027

Name: _____
Complex/Building/Apt. #: _____

Apartment/Suite-Style Condition Verification Form

Thank you for choosing to live on-campus at Kutztown University. We have made every effort to ensure that your room is up to your standards as well as ours. Upon moving into your room, please check the condition and check one of the boxes below. Be sure to look for anything that might be damaged or missing. Mark the exceptions below and be as specific as possible. Any exceptions noted will be kept on file until move-out inspections occur. Maintenance issues will be reported and addressed as quickly as possible after the form is returned. Please turn this form into your hall desk within 72 hours of checking into your room. **Failure to turn in this form will result in accepting the condition of the room as is.**

- I have checked the condition of the bedroom and am accepting it as is; or
- I have checked the condition of the bedroom and am noting the exceptions below.

- I have checked the condition of the common area and am accepting it as is; or
- I have checked the condition of the common area and am noting the exceptions below.

Exceptions: _____ (Please use an additional form if more space is needed)

1. _____
2. _____
3. _____

Print Name: _____ **Signature:** _____ **Date:** _____

Your signature indicates that you have inspected the room and are accepting the space as is or with the exceptions noted above. You are not permitted to occupy a space other than that specified by Housing and Residence Life without permission