

## List of Items to Check on Arrival

Please submit the completed form to the office within 7 days of arrival after checking every item carefully.

<b>ENTRANCE</b>	<input type="checkbox"/> Floor <input type="checkbox"/> Wall <input type="checkbox"/> Ceiling <input type="checkbox"/> Door <input type="checkbox"/> Light
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<b>KITCHEN AREA</b>	<input type="checkbox"/> Sink <input type="checkbox"/> Faucet <input type="checkbox"/> Ventilator <input type="checkbox"/> Water Heater <input type="checkbox"/> Refrigerator <input type="checkbox"/> IH Cooking Heater
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<b>LIVING AREA</b>	<input type="checkbox"/> Floor <input type="checkbox"/> Wall <input type="checkbox"/> Ceiling <input type="checkbox"/> Windows <input type="checkbox"/> Net Window <input type="checkbox"/> Curtains ( <input type="checkbox"/> Tassels) <input type="checkbox"/> Light <input type="checkbox"/> Air Conditioner (+ <input type="checkbox"/> Remote) <input type="checkbox"/> Closet <input type="checkbox"/> Bookshelf <input type="checkbox"/> Desk <input type="checkbox"/> Desk Chair <input type="checkbox"/> Desk Lamp <input type="checkbox"/> Intercom <input type="checkbox"/> Single Bed <input type="checkbox"/> Mattress <input type="checkbox"/> Bed Pad
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<b>BATHROOM AREA</b>	<input type="checkbox"/> Floor <input type="checkbox"/> Wall <input type="checkbox"/> Ceiling <input type="checkbox"/> Door <input type="checkbox"/> Light <input type="checkbox"/> Ventilator <input type="checkbox"/> Washbasin <input type="checkbox"/> Faucet <input type="checkbox"/> Bathtub <input type="checkbox"/> Faucet & Shower <input type="checkbox"/> Shower Curtain <input type="checkbox"/> Toilet Bowl <input type="checkbox"/> Seat <input type="checkbox"/> Water Tank <input type="checkbox"/> Mirror
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<b>OTHER ITEMS</b>	<input type="checkbox"/> Key <input type="checkbox"/> Balcony
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I confirm that I have borrowed the items listed above. I will restore the room to original state on my departure.

<b>Please use this space to report anything that you think needs repairing.</b>   
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<b>Please use this space to report anything either damaged or missing, which you do not think needs repairing or replacing.</b>   
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Please note that any defects that are found after the submission will be considered attributable to the resident. In addition, please refer to "GUIDE FOR RESIDENTS" which generally provides you useful information as

Date \_\_\_\_\_ Room No. \_\_\_\_\_ Signature \_\_\_\_\_