UNIVERSITEIT GENT

INVENTORY

between landlord: UGent, DSV Housing Office

and tenant: ……….………………………………….............………………………………….............…..………………

Tel./ Mobile: …………….............................. Email address: …………….………………………………….………………

Please indicate and/or fill out		OK (Yes/No)	Remark(s)
ENTRANCE HALL	door inside		
	door outside		
	door lock		
	door handle		
	walls		
	ceiling		
	floor covering		
BATHROOM	entrance door		
	washbasin		
	shower		
	shelf under mirror		
	shower head		
	white shower filter		
	toilet		
	towel support		
	paper holder		
	soap holder shower		
	walls		
	coat hanger		
	floortiles		
	mirror		
FURNITURE	ceiling		
	desk + drawers		
	chair (2)		
	mattress		
	wardrobe		
	bookshelves		
	refrigerator		
	dustbin		

LIGHTS	refrigerator light		
	hall		
	bathroom		
	above desk		
	above bed		
	light switch sink		
	light switch above bed		
	light switch in the hall		
ELECTRICITY/TELECOM	fuse box		
	internet-connecting sockets		
	installed Studenten Internet equipment (if present)		
	sockets under desk		
	sockets in hall		
	sockets in bathroom		
OTHER	safety instructions evacuation		
	sticker 'Emergency Center 88'		
	curtain and curtain rail		
	radiator central heating		
	floor		
	walls		
	ceiling		
	pillow + cover		
	blanket/sheet/mattress cover		
	window sill		

Date: Name and signature **tenant**   Name and signature **landlord**
                                                                                          in behalf of University Ghent

Please fill out this form as detailed as possible: your room, after your check-out, will be compared with this form.
You should return the form to the reception desk in Home Vermeylen, <u>within 7 days</u>.
If you don't submit it on time, you are deemed to have received the living unit in a perfect condition.
Assessment of damage, upon your final departure, will be charged by an additional invoice.
Please note that this form is invalid in case personal details or information concerning the living unit are incorrect.

This form is only a survey of the state of your living unit, as required at the beginning of a new tenancy agreement.

In case you want to report a defect, do not only mention this on this form, but go to homeserve.ugent.be