

**ROOM INVENTORY**

Between landlord: Ghent University, Housing Office

And tenant: .....

Tel./Mobile: ..... Email address tenant: .....

DESCRIPTION	CONDITION OK (Y/N)	REMARKS
door (inside/outside/lock)		
emergency procedure (on door)		
washbasin		
drain plug		
tap		
Mirror cabinet		
light wasbasin		
towel support		
wardrobe		
bookshelf		
chest of drawers		
refrigerator		
bed		
mattress		
set of sheets, blanket & pillow		
nightlight bed		
desk		
light desk		
chair		
internet connection		
window		
curtains		
window sill		
safety bar at the window		
radiator central heating		
walls and ceiling		
floor covering		
sockets		

Please note that if you want to report a DEFECT, you must not only mention this on this form, but also on:

 <https://homeserve.ugent.be/> 

\*Please fill out this inventory as detailed as possible.

\*After you have checked out, this inventory will be used to access the state of your living unit.

\*Assessment of damage (caused to the property or furnishings) will be charged by an additional invoice.

**\*Please return this inventory** to the reception desk in Home Vermeylen (Stalhof 6, 9000 Gent), **within 5 days upon arrival**. If you don't submit the inventory on time, you are deemed to have received the living unit in a perfect condition.

Date:

Name and signature **tenant**:

Name and signature **landlord**: