

1. International House Bedroom Condition Report For Residents

Your First Name: xxxxxxxx

Last Name: xxxxxxxx

Apartment Name: xxxxxxxx
Room: x

Computer Internet Code: xxxxxxxxxx
Phone/Tablet Internet Code: xxxxxxxxxx

Direct Bedroom Telephone Number 61(Australia Code) 3 (Melbourne Code) 98xx xxxx Internally Dial xxx

Date Resident Vacated Bedroom _____ Date Bedroom Checked _____

ITEM DESCRIPTION	GOOD ON ARRIVAL	GOOD ON LEAVING	COMMENTS
Door	<input checked="" type="checkbox"/>		
Walls	<input checked="" type="checkbox"/>		
Wardrobe	<input checked="" type="checkbox"/>		
Study Desk	<input checked="" type="checkbox"/>		
Desk Chair	<input checked="" type="checkbox"/>		
Single Bed	<input checked="" type="checkbox"/>		
Single Mattress	<input checked="" type="checkbox"/>		
Window	<input checked="" type="checkbox"/>		
Window Blind	<input checked="" type="checkbox"/>		
Ceiling	<input checked="" type="checkbox"/>		
Power Points	<input checked="" type="checkbox"/>		
Heater On Wall or Wheels	<input checked="" type="checkbox"/>		Heaters are on timers - Caretaker will advise operation.
Carpet	<input checked="" type="checkbox"/>		
Drawers	<input checked="" type="checkbox"/>		
Book Shelf	<input checked="" type="checkbox"/>		
Rubbish Bin	<input checked="" type="checkbox"/>		
10 x Coat Hangers	<input checked="" type="checkbox"/>		
Telephone & Wall Plug	<input checked="" type="checkbox"/>		
Personal Mini Bar Fridge	<input checked="" type="checkbox"/>		
Pin Board	<input checked="" type="checkbox"/>		
Fire Evacuation Information	<input checked="" type="checkbox"/>		YOU MUST READ & UNDERSTAND THIS PLEASE.
Key Returned	Yes <input type="radio"/> No <input type="radio"/>		Deduction \$
Bedroom Left Clean & Tidy	Yes <input type="radio"/> No <input type="radio"/>		Deduction \$
Damage Caused	Yes <input type="radio"/> No <input type="radio"/>		Deduction \$
Extra Cleaning	Yes <input type="radio"/> No <input type="radio"/>		Deduction \$
Rubbish Removal	Yes <input type="radio"/> No <input type="radio"/>		Deduction \$
Departure Fee \$100 AUD (Compulsory Fee)	Yes <input type="radio"/> No <input type="radio"/>		Deduction \$ -100 AUD
Missing Inventory	Yes <input type="radio"/> No <input type="radio"/>		Deduction \$
Gate Buzzer For Car	Yes <input type="radio"/> No <input type="radio"/>	Returned	Yes <input type="radio"/> No <input type="radio"/>
Comments:			

- Items that are lost or damaged will be deducted from your Security Deposit when you move out. All residents are responsible for common items including Swimming Pool, Study Lounge Equipment, Table Tennis Table & Equipment, Billiard Table & Equipment, Gymnasium Equipment, BBQ's, and Outdoor Furniture & Umbrellas.
- Any costs incurred for damage caused to these items or the areas that contain them will be deducted equally from all residents Security Deposits. This applies to damage caused by resident's visitors. Residents may also be asked to pay upfront for damaged items.
- Items that are lost or damaged will be deducted from your Security Deposit
- Joint responsibility applies to all communal items
- Residents are responsible for any lost or damaged items caused by their visitors
- If students wish to replace any lost or damaged items they may do so on their own accord and must ensure that the replacement item is the same size and quality as the item/s they have chosen to replace

Signed By Resident: _____

Date Of Signature: _____

Date Of Commencement Of Occupation: ___ day of xxxx of the year 20xx.

Signature of The Director & General Manager Of International House: Ms Elissa Jans _____

2. International House Apartment Inventory For Residents

The following items have been placed into your apartment for you to use during your stay. If any of these items become faulty or broken please report this to the staff immediately for replacement or repair. Please note that you are responsible for these items along with the other apartment residents. DO NOT take any of these items into your bedroom; they are for all residents to use.

Living Room Items	Comments
Coffee Table On Wheels	
HD LCD TV, Cable & Remote Control	Caretaker will advise operation.
Living Room Heater On Wall Or Wheels	Caretaker will advise operation.
Lounge Couch & Chairs	
TV Stand On Wheels	
Dining Table	
Dining Chairs (4 or 6)	
Smoke Alarms (Do Not Touch!)	If you notice the alarm beeping, please contact the caretakers immediately.
Kitchen Items	Comments
Electric Toaster	
Microwave	
Electric Kettle	
Refrigerators (1 or 2)	
Pin Board On Kitchen Wall	
Plug For Kitchen Sink	
Fire Extinguisher (Only To Be Used In An Emergency)	DO NOT touch this unless you need to use for a fire.
Fire Extinguisher Sign	
Fire Blanket (Only To Be Used In An Emergency)	
Black Rubbish Bin/s	
Coloured Recycle Tub/s	Please place all recyclable items in this tub.
General Items	Comments
Steam & Dry Spray Iron	Normally found on top of the refrigerator or in the hallway cupboard.
Ironing Board	Normally found in the hallway cupboard.
Vacuum Cleaner	Normally found in the hallway cupboard.
Front Door Mat	
Toilet Brush	Please use this to clean the toilet should you make a mess.
Fire Evacuation Map On Back Of Front Door	YOU MUST READ & UNDERSTAND THIS PLEASE.
Villages Rules On Back Of Front Door	You must read, understand & follow these rules please.
Important Information On Back Of Front Door (PLEASE READ)	You must read & understand this information please.

I have read and I understood that I, as well as all other apartment residents, will be responsible for the inventoried items listed above. I understand that at the end of my stay an inventory check will be undertaken and any items damaged or missing will be deducted equally from all apartment residents security deposits unless one person is at fault. I agree to treat all items with care and respect and will ensure they are kept in a good and clean order at all times.

Your First Name: xxxxxxxx Last Name: xxxxxxxx

Apartment Name: xxxxxxxx Room: x

Mobile Phone Number You Will Use Whilst In Australia: _____

Email Address You Will Use Whilst In Australia: _____

Signed By Resident: _____

Date Of Signature: _____

Date Of Commencement Of Occupation: ___ day of xxxx of the year 20xx.

Signature of The Director & General Manager Of International House: Ms Elissa Jans _____