



<b>GRONINGEN / UPPSALA GÖTTINGEN / CANTERBURY</b>
<b>Room N°: .....</b>

<b>INVENTORY</b>
------------------

between landlord: UGent, DSV Housing department

and tenant: .....

Tel./ Mobile: ..... E-mail address: .....

	Indicate and/or fill out	OK (Y/N)	Remark(s)
<b>ENTRANCE HALL</b>	door inside		
	door outside		
	door lock		
	door handle		
	walls		
	ceiling		
	floor covering		
<b>BATHROOM</b>	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		
	<b>FURNITURE</b>	ceiling	
desk + drawers			
chair (2)			
mattress			
wardrobe			
bookshelves			
refrigerator			
<b>LIGHTS</b>	refrigerator light		
	dustbin		
	hall		
	in the sanitary space		
	above desk		

	above bed		
	light switch sink		
	light switch above bed		
	light switch in the hall		
<b>ELECTRICITY/TELECOM</b>	fuse box		
	internet-connecting sockets		
	installed Studenten Internet equipment (if present)		
	sockets under desk		
	sockets in hall		
<b>OTHER</b>	sockets in bathroom		
	curtain		
	curtain rail		
	radiator central heating		
	floor		
	walls		
	ceiling		
	window sill		

Date:

Name and signature  
tenant,

Name and signature  
landlord,

**Fill out your room number completely and correctly.**

**Note your remarks clearly.**

**The inventory form should be submitted to the reception of the Housing Office (Stalhof 6, 9000 Gent) ultimately 1 week after checking in.**

**Damage established after permanent departure can be charged to you.**

**This form is only a survey of the state of your room.**

**If you need repairs, please report them at <https://herstelformulier.ugent.be>**