

## 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>	Floor    Wall    Ceiling    Door    Water Heater
<b>KITCHEN AREA x 2</b>	Floor    Wall    Ceiling    Shoe Rack    3 Lights (1 above Sink)
	Sink    Faucet    Kitchen Fan    Dish Drainer    Sink Strainer    Refrigerator IH Cooking Heater    Microwave Oven    Rice Cooker (    Rice Turner    Rice Measure Cup)
<b>Kitchenware</b> 2 sets per each item	Pan    Frying Pan    Kettle Kitchen Knife    Chopping Board    Ladle    Turner
<b>Tableware</b> 2 sets per each item	2 Large Plates    2 Small Plates    2 Bowls 2 Mugs    2 Glasses 2 Knives    2 Forks    2 Spoons    2 Teaspoons
<b>LIVING AREA x 2</b>	Floor    Wall    Ceiling    Windows    Net Window    Curtains (    Tassels)
	2 Lights    Air Conditioner (+ Remote)    Bookshelf    Desk    Desk Chair Desk Lamp    Intercom    Dining Table    2 Dining Chairs Double Bed    Mattress    Bed Pad    Closet    Slide Door
<b>SHOWER ROOM AREA x 2</b>	Floor    Wall    Ceiling    Door    2 Lights (1 for washbasin)    Ventilator
	Washbasin    Faucet    Washing Machine    Faucet for Washing    Mirror
<b>Shower Room</b>	Floor    Wall    Ceiling    Door    Light    Shower    Ventilator
<b>Toilet</b>	Bowl    Seat    Water Tank
<b>OTHER ITEMS</b>	Key    Balcony

I confirm that I have borrowed the items listed above. I will restore the room to original state on my departure.

**Please use this space to report anything that you think needs repairing or replacing.**

**Please use this space to report anything either damaged or missing, which you do not think needs repairing or replacing.**

Please note that any defects that are found after the submission will be considered attributable to the resident.  
needed.

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