

HOW TO SUBMIT YOUR MOVE-IN ROOM INSPECTION FORM

Move-In Room Inspection Form must be completed within **72 hours** of your check-in date. When you fill out the Move-In Room Inspection Form it indicates that you have inspected your room and gives you the opportunity to record the condition and add comments about the condition of your room upon check-in.

Follow the steps below to complete the Move-In Room Inspection Form:


1. Log into your myUSI
2. Click on the Housing icon
3. Locate the Move-In Room Inspection Form link
4. Once you click the link you will be taken to a page like the one below. It will list your current room assignment. Then click 'Next Step'

MOVE-IN ROOM INSPECTION

———— Fall 2020 - Spring 2021 ————

Current Room Assignment

Select the box located next to your assignment.

<u>Bed Space</u>	<u>Term</u>	<u>Move In</u>	<u>Move Out</u>	
<input checked="" type="checkbox"/> NE-308L1	Fall 2020	8/24/2020	12/18/2020	

 [Cancel](#)  [Next Step](#)

5. Once you've click 'Next Step' you'll be directed to your inspection form. This is where you will make any adjustments according to your findings for the condition of the room.

















6. If you find any discrepancies please try to take a picture and upload it to your inspection form. This can be done by clicking on the camera icon. You can also leave comments.

Comment:



By: bjmullins on: 8/14/2020 3:05:58 PM

▼ Room: NE-308























Common Area

- ResHall Front Door: No Visible Dama  
- ResHall Common Area Couch: No Visible Dama  
- ResHall Common Area Chair: No Visible Dama  
- ResHall Common Area Sink: No Visible Dama  
- ResHall Common Area Cabinets: No Visible Dama  
- ResHall Common Area Mini Refrigerator: No Visible Dama  
- ResHall Common Area Floor: No Visible Dama  
- ResHall Common Area Walls/Ceiling: No Visible Dama  



Bedroom

- Bedroom Door: No Visible Dama  
- Bedroom Screen, Window, Blinds: No Visible Dama  
- Bedroom Light Fixture: No Visible Dama  
- Bedroom Walls/Ceiling: No Visible Dama  
- Bedroom Carpet/Floor: No Visible Dama  

Bathroom

- Bathroom Door: No Visible Dama  
- Bathroom Towel Rack(s): No Visible Dama  
- Bathroom Mirror: No Visible Dama  
- Bathroom Sink: No Visible Dama  
- Bathroom Shower: No Visible Dama  
- Bathroom Toilet: No Visible Dama  
- Bathroom Toilet Paper Holder: No Visible Dama  
- Bathroom Vanity: No Visible Dama  
- Bathroom Light Fixture: No Visible Dama  
- Bathroom Floor: No Visible Dama  
- Bathroom Walls/Ceiling: No Visible Dama  

▼ Bed Space: NE-308L1

- Bedroom Bed Frame: No Visible Dama  
- Bedroom Mattress: No Visible Dama  
- Bedroom Desk: No Visible Dama  
- Bedroom Desk Chair: No Visible Dama  
- Bedroom Closet: No Visible Dama  

 Cancel  Finish

7. The final step is to click 'Finished'. By clicking Finish you recognize that you are responsible for keeping your room in good condition and in the event there are damages you will be charged.