

Date: \_\_\_\_\_

**Dorms Check- in and Checkout Form**

**Talia/ Federman / Britania Dorms**

To: Dorms House Mother

Resident's Full Name: \_\_\_\_\_

Apartment: \_\_\_\_\_ Room #: \_\_\_\_\_ Date of Entrance: \_\_\_\_\_

**List of Equipment in the Room:**

- Closet
- Bed + Mattress
- Electric/ Gas Stove
- Desk + Chair
- Linen
- Pillow

Fan

I hereby declare that I checked the room, the apartment, and the equipment detailed above and I found it to be in order.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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**For the Dorms Use:**

The Resident Checked Out on: \_\_\_\_\_

- The Room has been returned and found in order.
- The Key for the room has been returned.
- The Linen and Pillow has been returned.
- The Fan has been returned.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_