



Student check-out checklist

Compare against the check-in record. Price damage from the asset list before signing.

ROOM NUMBER

DATE

STUDENT NAME

BEFORE INSPECTION

NOTES

- ☐ Check-in record and photos pulled
- ☐ Inspection slot booked with the student
- ☐ Room inventory and price list to hand

ROOM INSPECTION

- ☐ Walls, furniture and appliances compared to check-in photos
- ☐ All new damage photographed
- ☐ Inventory complete: kettle, hangers, bins, remote controls
- ☐ Appliances tested
- ☐ Cleaning standard noted
- ☐ Meter readings recorded
- ☐ All keys and fobs collected

COSTING AND SIGN-OFF

- ☐ Each damage item priced from the asset list
- ☐ Student sees the itemised list
- ☐ Both parties sign
- ☐ PDF copy sent to the student
- ☐ Deductions applied to the deposit

ADDITIONAL NOTES

STUDENT SIGNATURE

STAFF SIGNATURE