

Please Complete Your Apartment, Suite, or Greek Room Inventory Form Online Within 48 Hours

- Go to the Housing portal at **myhousing.rit.edu**.
- Click on **Inventory** in the orange header bar.
- Click on **2011 – 2012 Academic Year Inspection**.
- Click the **Review** button.
- Work down the inventory list and inspect each item as it relates to your space specifically within the apartment/suite/room and the common space.
- Each item on the inventory form has been set to **Good** condition. If you agree with that condition assessment, please check the **Agree** box.
- If you do not agree with the **Good** condition, you must enter one of the following conditions in the comment box:

Condition	Definition of Condition
Fair	Major cosmetic flaw but operates properly
Damaged	Major cosmetic flaw and does not operate properly
Missing	Not present

- You will also be given the option to type an alternate condition, as well as give detailed information related to the condition.
- Once you have finished the inventory form, click on the **Save and Continue** button.
- **Note** — Once you have clicked the **Save and Continue** button, the form status will change to **Accept** if you agreed with the condition of every item. If you did not agree to the condition of every item, the status changes to **Not Accept**; this status does not mean the form was not submitted.
- If you marked an item(s) damaged or missing, please submit an on-line maintenance request for repair/replacement.
- Maintenance requests can be submitted by clicking the link on the inventory form page or by visiting **<http://facilities.rit.edu/forms/maintenancerequest.html>**.



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