



AMSCHWAND SARCOMA CANCER FOUNDATION  
*Offering love, hope, and tangible support*

## ASCF APARTMENT PROGRAM

### MOVE-IN INVENTORY CONDITION & DAMAGE FORM

Due to the generosity of our supporters, the Amschwand Sarcoma Cancer Foundation is pleased to offer lowest housing to cancer patients and their family members (“Tenant”) seeking treatment, follow-up or second opinion for rare cancers in the Houston area. ASCF is dedicated to helping as many people as possible and in order to do so, we need to ensure the general condition of the apartment, as well as the furniture and other items contained within the apartment remain in good condition during a Tenant’s stay.

**Within 24 hours of moving into the temporary housing** made available to the Tenant through the ASCF Apartment Program, a thorough review of the inventory in the assigned apartment must be completed, noting the presence and condition of each item listed on this three-page form. The Tenant is required to return the completed three-page form to Amschwand Sarcoma Cancer Foundation by either email or regular mail within 24 hours of arrival in the unit.

Amschwand Sarcoma Cancer Foundation  
 2726 Bissonnet Street, Suite 240-314  
 Houston, TX 77005  
[info@sarcomacancer.org](mailto:info@sarcomacancer.org)

A general review of the condition of the apartment and an inventory of all items will be conducted after the Tenant has vacated the unit. Damaged property, and/or missing or damaged items (including keys and FOB), will result in a forfeiture of the Tenant’s deposit, and additional charges may be incurred as required to replace or repair the item(s). For this reason, it will be necessary for the Tenant to provide credit card information, held for the possibility of these incidental charges. Additionally, failure to maintain the general condition of the apartment and its contents and/or to return all items (including keys and FOB) may result in Tenant’s inability to utilize future housing services through the Amschwand Sarcoma Cancer Foundation.

Tenant (Patient) Name: _____	Property Address: Equinox, 2950 Old Spanish Trail, Houston, TX 77054
Tenant Cell Phone Number: _____	Unit Number: _____
Tenant Home Phone Number: _____	Move-In Date: _____
Tenant Forwarding Address: _____	Expected Date of Move-Out: _____
_____	Actual Move-Out Date: _____
Name(s) of all adults over age 18 staying in unit: _____	
_____	
_____	

Items	Move-in Condition/Description
Smoke Detector(s)	How many?
Front Door/Lock(s)	# Keys Given:                      #FOBs Given:
Back Door/Lock(s)	
Alarm Control Panel	
Washer-Dryer:	
<b>KITCHEN</b>	
Range	
Vent Hood Fan	
Microwave	

Tenant’s Signature \_\_\_\_\_ Date: \_\_\_\_\_



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Dishwasher	
Disposal	
Refrigerator	
Ice Maker	
Sink/Faucets	
Cabinets & Hardware	
Counter Tops	
Floor	
Walls/Ceiling	
Fixtures/Bulbs	
Pantry	
Valet Waste Container	
Housewares: Flatware	
Housewares: Flatware Tray	
Housewares: Cookware	
Housewares: Dinnerware	
Housewares: Beverage Glasses	
Housewares: Juice Glasses	
Housewares: Can Opener	
Housewares: Salt/Pepper Shaker	
Housewares: Cutlery Set	
Housewares: Spatula	
Housewares: Mixing Bowl Set	
Housewares: Measuring Cups	
Housewares: Measuring Spoons	
Housewares: Dish Cloths	
Housewares: Dish Towels	
Housewares: Toaster	
Housewares: Coffee Maker	

#### BREAKFAST ROOM

Windows/Locks/Screens	
Fixtures/Bulbs	
Floor/Carpet	
Walls/Ceiling	
Drapes/Mini Blinds	
Dining Table & Chairs	

#### LIVING ROOM

Floor/Carpet	
Walls/Ceiling	
Drapes/Mini Blinds	
Patio Door/Lock/Screen	
TV/TV Stand/Cable	
Sofa, Chair/Loveseat	
Coffee Table, End Table(s)	
Lamp(s)	

#### BATHROOM

Cabinet & Vanity	
Toilet	
Sink	
Shower/Tub	
Shower curtain and hooks	
Bath Towels – set of 4	

Tenant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

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Hand Towels – set of 4	
Wash Cloths – set of 4	
Waste Basket	
Bath Rug	
Walls/Ceiling	
Fixtures/Bulbs	
Door	
Floor	
Linens - Bath	

#### **BEDROOM**

Floor/Carpet	
Walls/Ceiling	
Doors	
Windows/Locks/Screens	
Drapes/Mini Blinds	
Closet	
Dresser	
Mirror	
Headboard	
NS(s)	
Mattress	
Lamp	
Bed Linens	
Mattress Cover	
Pillowcases	
Pillows/Shams	
Comforter	
Alarm Clock	
Clothes Hanger – set of 6	
Phone	

#### **HALL**

Walls/Ceiling	
Fixtures/Bulbs	
Linen Closet	
Thermostat	

#### **UTILITY**

Mop	
Broom with Dustpan	
Iron and Ironing Board	
Vacuum	

#### **DECORATIVE**

Large Plant	
Small Plant	
Art on Walls	

Tenant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

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