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DePauw University Residence Life & Housing
Storage Unit Inventory Form

Reminders

- All items being placed in storage must be documented in an inventory and given to Residence Life and Housing.
- All items must be boxed and labeled with the student's full name and student ID number.
- Items that violate University and/or Residence Life and Housing policies (candles, flammable items, etc.) are not permitted.
- Items not contained in individual storage units will be removed and disposed of.
- Renters must provide the lock for storage units. Storage rooms will remain locked at all times.
- DePauw University is not responsible for damage to my personal property, theft, loss of valuables or other personal effects.
- Renters are strongly encouraged to obtain either homeowner's or renter's insurance coverage for their items.

Student Information

_____

Last Name, First Name *Student ID Number*

_____

Permanent Address

_____

Home Phone Number *Cell Phone Number*

Please fill out the inventory as thoroughly as possible. Provide a list of all items, a description of each item, and its location (what box or container it is in). In order to place items in your unit, you will need to present this inventory.

Item	Description	Location

Student Name: _____ Page ___ of ___

Item	Description	Location

Student Name: _____ Page ___ of ___