



Personal Property Inventory Sheet

NAME _____ ASUB ID NUMBER: _____

In the event of damage or loss of property, it is helpful to record an inventory of your personal items. We recommend that you inventory your items as they are un-packed and organized in your on-campus room. To assist residents keep track of these records, the Office of Student Life allows students to keep their personal property inventory sheet on file in the housing office. If you would like to keep this inventory on file in the housing office, please turn it into a Resident Assistant or Hall Coordinator.

Please notice, the university does not insure the personal property of its residents. Residents are encouraged to privately purchase renter insurance. Submitting this form to Office of Student Life is not an agreement for the university to insure/ replace lost or damaged personal property.

Item	Manufacturer/Brand	Serial Number	Cost at Purchase