

[Date]

[Resident Name]

[Building Name]

[Room/Unit Number]

Subject: Summer Housing Transition and Inventory Inspection Notice

Dear [Resident Name],

As we transition into the summer housing term, we are conducting a mandatory inventory and room condition assessment. This process ensures that all units are properly maintained and equipped for the summer session.

**Inspection Schedule:**

Our staff will be entering your unit to perform an inventory check on [Date] between the hours of [Start Time] and [End Time]. You do not need to be present during this inspection.

**Transition Requirements:**

- Ensure all personal belongings are organized to allow clear access to furniture and appliances.
- Report any existing maintenance issues via the online portal prior to the inspection date.
- Confirm that all provided furniture items listed in your original housing agreement are present in the room.

**Key Deadlines:**

If you are transferring to a different room for the summer, your move-out from your current assignment must be completed by [Time] on [Date]. Keys must be returned to the [Location/Housing Office] immediately upon departure.

Failure to comply with transition procedures or any discovered damages beyond normal wear and tear may result in administrative fees or cleaning charges.

Thank you for your cooperation in making this a smooth transition for all residents.

Sincerely,

[Your Name/Department]

[Housing Office Name]

[Contact Information]