**Apartment Shelter Project: 2-Bedroom Intake/Exit Inventory**

*The Family Promise Facilities Assistant, in the presence of the Guest family head(s) of household, fills out this inventory at move-in (i.e., intake) and at exit to ensure all items are present both times. Missing items are the responsibility of the Guest family to replace when leaving the unit permanently. All of these items must be left in the unit when a family leaves.*

Unit Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Required Items** | **Check if present at Intake** | **Check if present at**  **Exit** | **Notes** |
| Flatscreen TV w/ Remote |  |  |  |
| TV Wall Mount |  |  |  |
| TV Antenna and Converter Box |  |  |  |
| Microwave |  |  |  |
| 4 Twin XL Sheets Sets (must be XL) |  |  |  |
| 4 Twin Blankets |  |  |  |
| 2 Twin XL Mattress Pads |  |  |  |
| 2 Queen or Full Sheet Sets |  |  |  |
| 2 Queen or Full Blankets |  |  |  |
| 1 Queen or Full Mattress Pad |  |  |  |
| 40 Clothes Hangers |  |  |  |
| 3 Hanging Closet Organizers |  |  |  |
| 2 Large Tubs for Storage |  |  |  |
| 3 Small Plastic Wastebaskets (bedrooms and bathroom) |  |  |  |
| Large Plastic Wastebasket (kitchen) |  |  |  |
| Laundry Basket |  |  |  |
| Electric Alarm Clock |  |  |  |
| Toaster |  |  |  |
| Coffee Pot |  |  |  |
| 4 Dish Towels |  |  |  |
| Vacuum |  |  |  |
| Broom |  |  |  |
| Dustpan |  |  |  |
| Mop |  |  |  |
| Plastic Bucket |  |  |  |
| 12-piece Tupperware Kit (or more) |  |  |  |
| Ice Cube Trays |  |  |  |
| 9x13’’ Baking Dish |  |  |  |
| Cookie Sheet |  |  |  |
| Cutting Board |  |  |  |
| Measuring Cups Set (dry) |  |  |  |
| Measuring Cup (wet) |  |  |  |
| Set of Mixing Bowls |  |  |  |
| Placemats |  |  |  |
| Can opener (non-electric) |  |  |  |
| Colander (for straining) |  |  |  |
| Plastic Pitcher |  |  |  |
| Pots & Pans Cookware Set (10-piece) |  |  |  |
| Kitchen Utensil Set (with knives, large spoons, spatula) |  |  |  |
| Hard Plastic Cups |  |  |  |
| Flatware for 8 (spoons, knives, forks) |  |  |  |
| Plates (at least eight) |  |  |  |
| Bowls (at least eight) |  |  |  |
| Basic Tool Kit (hammer, screw drivers, measuring tape, wrench) |  |  |  |
| Flashlight with Batteries |  |  |  |
| Extension Cord |  |  |  |
| Shower Curtain and Liner with Rings |  |  |  |
| Bath Towels & Washcloths |  |  |  |
| Hand Towels |  |  |  |
| Bathmat |  |  |  |
| Toilet Brush |  |  |  |
| Plunger |  |  |  |
| Desk Kit (pens/stapler/clips/ruler/glue/scissors) |  |  |  |
| Foldable TV Trays (wood) |  |  |  |
| Lamps |  |  |  |
| Umbrella |  |  |  |
| 2 Twin Bed Mattresses & Frames |  |  |  |
| Queen or Full Bed Mattress & Frame |  |  |  |
| Nightstand, End Table or Coffee Table |  |  |  |
| Kitchen Table with Chairs (note if card table and folding chairs) |  |  |  |
| Sofa or Loveseat |  |  |  |
| Recliner or Living Room Chair |  |  |  |
| **Children’s Items (if applicable)** |  |  |  |
| Car Seat |  |  |  |
| Booster Seat (for car) |  |  |  |
| **Baby Items (if applicable)** |  |  |  |
| Baby bath tub |  |  |  |
| High chair |  |  |  |
| Booster seat (for eating) |  |  |  |
| Pack-n-play |  |  |  |
| Pack-n-play sheets |  |  |  |
| Stroller |  |  |  |
| Sippy cups |  |  |  |

Guest Family Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staffperson Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_