Check-In Procedures

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- Sign in and date the Occupancy Record Form (ORF).
- Receive hall check-in information, assignment information, name and room number of RA, hall address, and mailbox combination (when applicable).
- Receive appropriate keys (room/apartment and/or mailbox).

Room/Apartment Condition Form (RCF/ACF)

Room/Apartment Condition Forms must be filled out and returned to the RA or the community desk within 24 hours of check-in. Report deficient items needing repairs to the on-line Service Request system ([manoa.hawaii.edu/housing/servicerequest](http://manoa.hawaii.edu/housing/servicerequest)). Note all damages or deficiencies on this form. Any additional deficiencies or damages at the time of check out will be subject to charge.

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Source URL: [http://manoa.hawaii.edu/housing/guide/checkin](http://manoa.hawaii.edu/housing/guide/checkin)

Links:
[1] [http://manoa.hawaii.edu/housing/servicerequest](http://manoa.hawaii.edu/housing/servicerequest)