

Ithaca College Los Angeles Program

Spring 2023 Pre-arrival Packet

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CALENDAR

Pre-Arrival Dates and Deadlines	
Sunday, September 25	Housing Form due online
Friday, September 30	Roommate assignments finalized for students needing roommates
Friday, October 7	Kapi application due
Date TBA	Students in Kapi apartments will receive and sign leases
Friday, November 11	Internship Search Log due in ICLA office
Semester Calendar Dates	
Sunday, January 15	Kapi housing opens
Wednesday, January 18	ICLA Orientation (MANDATORY)
Monday, January 23	Classes and Internships officially begin
Monday, March 13 - Friday, March 17	Spring Break
Friday, May 5	Last day of classes and internships
Monday, May 8 - Friday, May 12	Final Exams (exams on same schedule as weekly class schedule)
Sunday, May 14	Kapi housing ends

GETTING TO LOS ANGELES

Airports:	<p>LAX (25 miles from ICLA) Hollywood Burbank (BUR) (4 miles from ICLA) Flights to LAX tend to be cheaper than to Burbank.</p> <p>Uber, Lyft and taxis are available from either airport. Taxis tend to be more expensive.</p> <p>A bus runs from the Burbank airport near the AVA Burbank apartments approximately once/hour.</p>
GPS:	<p>Use the address of your apartment; more information will be sent prior to your arrival.</p>

HOUSING INFORMATION

- ICLA students can utilize the [Kapi Student Housing](#) program or find other off-campus housing of their choice.
- Kapi manages [fully furnished apartments](#) for ICLA students at two different locations:
 - AVA Toluca Hills
 - across the street from the ICLA Pendleton Center
 - pools, gym, in-unit laundry, outdoor grilling
 - lounges, game rooms
 - less convenient to shopping
 - AVA Burbank
 - about 1 mile from the ICLA Pendleton Center
 - pools, gym, in-unit laundry, outdoor grilling
 - less expensive
 - more convenient to shopping

- Kapi rental rates per student

	per month	semester total	parking
AVA Toluca Hills shared	\$1,605	\$6,474	\$100/month
AVA Toluca Hills private	\$3,175	\$12,806	
AVA Burbank shared	\$1,495	\$6,030	\$75/month
AVA Burbank private	\$2,950	\$11,899	

- Kapi charges an additional \$500 security deposit and a non-refundable \$250 placement fee per student.
 - Security deposit is refundable based on apartment damages and cleanliness at move-out.
- Kapi requires liability insurance from each student. They can provide this insurance for \$5/month, or it can be waived if the student provides proof of coverage.
- All ICLA students will complete the ICLA [housing & roommate request form](#).
- ICLA students renting a Kapi apartment will complete the [Kapi housing application](#).
- DEADLINES

ICLA Housing & Roommate Request Form	Sunday, September 25
Kapi housing application	Friday, October 7

- Kapi move-in dates: January 15-17
- Kapi move-out date: Sunday, May 14
- Students can request that their Kapi rent and placement fee be billed on their student account with this form: [Kapi rent payment plan](#)

MAIL

All ICLA students will be assigned a mailbox at the Pendleton Center. You can receive US Postal mail, FedEx, UPS, or any other deliveries there. Current and previous students have found that shipping packages to the Pendleton Center is more secure than having packages delivered to their apartments.

"Your Name"
Ithaca College
3800 Barham Blvd, Suite 305
Los Angeles, CA 90068

Use this address to send any personal items to Los Angeles before you arrive.

You will also be able to receive mail at your apartment.

EXPENSES

While you are living in Los Angeles, you will need money for books, food (there is no meal plan in LA), transportation, and entertainment. We estimate that students spend approximately \$600 to \$900 a month for personal living. **That amount will vary depending on the individual student's lifestyle.**

WORKSTUDY/COLLEGE EMPLOYMENT

The Los Angeles Program has limited work study and college employment available. If you receive either in your financial aid package, please be aware the LA Program will **NOT** be able to fulfill your total work study/college employment allotment.

HEALTH SERVICES

ICLA students use local doctors, hospitals, urgent care clinics, and therapists for their healthcare needs. You should check with your health insurance provider before coming to LA about how to find in-network doctors. The ICLA staff can give recommendations for various providers for your healthcare needs. If you have prescriptions that will need refilling, please talk to your current pharmacist or healthcare provider about how you will get prescription refills while in Los Angeles. There are CVS, Walgreens, and Rite Aid pharmacies near the ICLA Pendleton Center.

TRANSPORTATION

The Los Angeles metroplex is a sprawling urban city. Due to its size, getting around the city can be challenging, especially while you become familiar with the roads and public transportation system. The easiest way to get around Los Angeles is by car. Having a car is not a necessity, **but it is definitely to your advantage to have access to a car.** Past students have driven to Los Angeles, shipped their car, or rented a car locally. Current regular gas price in the Los Angeles area is about \$5.30/gallon.

CAR SHIPPING

ICLA does not have any specific recommendations for car shippers. You will need to talk to several companies and find out their policies. CarTalk.com has a good page discussing car shipping considerations. Past students and alums have used many different companies including:

- [Sherpa Auto Transport](#)
- [Auto Shipping Group](#)
- [Chips Transport](#)
- [Ship a Car Direct](#)

CAR RENTALS

Most rental companies will charge daily fees for drivers under 25 years old. Make sure you understand the rate, fees, and taxes before signing a contract. If you are unsure about renting a car, you can wait until you are in Los Angeles and settled into your apartment, and then make a decision. We will send out more car rental information as it becomes available to us.

Typically, if you are going to be renting a car, you must have:

- A major credit card (if you don't have one, you can get your own card on a parent's or guardian's account).
- Proof of insurance.

RIDE SHARE APPS

Uber and Lyft are very popular ride share options in Los Angeles.

- Lyft offers [Lyft Pink](#), a monthly membership that saves you 15% off car rides and offers other perks for riders.
- Uber offers [Uber Rewards](#) for frequent riders and Uber Eats customers.

PUBLIC TRANSPORTATION

The Los Angeles public transportation system is the **Metro**. It covers the Greater Los Angeles area from the San Fernando Valley to Northern Orange County and includes buses, subways, and surface rail. [The Metro website](#) has great information on its system.



The Metro is accessed with TAP cards which can be purchased at subway stations, Customer Centers, or online. You can load money onto a physical TAP card or the TAP app and use it on 26 transit agencies across Los Angeles County! All the information is on their [TAP website](#).

One-way Metro fare is \$1.75 and includes unlimited transfers for two hours.

Metro has a student pass for \$43/month. Information about how to get the student pass is on the college fare [Metro website](#).

TAXI SERVICE

If you want to take a taxi, you need to phone one in advance or use the Curb app. Be aware that taxicabs can be expensive in Los Angeles (about \$2.50 per mile). Two reputable cab companies in Los Angeles are United Taxi of Burbank (818-480-3333) and United Independent Taxi (213-385-2227).

TO: Spring 2023 ICLA Students

FROM: Dr. Stephen Tropiano
Director, ICLA Program



DATE: September 16, 2022

RE: Your Internship Search

Please read and follow these directions carefully! It contains important information pertaining to resources for your internships search and the procedures for applying and securing an internship.

APPLYING FOR AN INTERNSHIP

STEP ONE: SEND YOUR RESUME and COVER LETTER to iclaprogram.spring2023@gmail.com FOR APPROVAL. Your resume and cover letter must be approved by the ICLA office before you apply to any internships. A sample letter and resume are on pages 12 and 13 of this packet.

STEP TWO: SEND OUT COVER LETTERS and RESUMES

Follow the application instructions for each company you want to apply to, usually by sending a cover letter and resume. If there is a name listed as a contact, address the cover letter to him/her/them. Otherwise, address the letter to "Dear [Company Name] Recruiting Team."

Please read the listings over carefully. A company may prefer that you e-mail your resume and cover letter. Other companies may have their own application form online.

You are welcome to call the company and speak to the contact person before sending out your resume, but it is not necessary.

Be aware that it is possible the contact person listed in our database has changed. If you are aware of any changes, please e-mail them to us at iclaprogram.spring2023@gmail.com.

When should I send out my cover letters and resumes?

You can start now.

How many should I send out?

There is no set number. Only send them out to the companies that interest you. Most students apply to at least 10-15 companies.

Should I follow up with a phone call to see if the company received my resume?

If you know the phone number, you can follow up with a phone call. Wait at least two weeks before calling. It's important to read over the listings carefully, because some companies do not want intern applicants to call. You can assume someone will contact you. If you call a company, simply say that you are verifying that they received your cover letter and resume.

STEP THREE: COMPLETE THE ATTACHED "INTERNSHIP SEARCH LOG"

As you are sending out your resume, keep track of where you sent them by completing the attached "Internship Search Log" (page 16). Submit a copy of your log to iclaprogram.spring2023@gmail.com **by Friday, November 11**. If you have already been approved to accept an internship by the ICLA office, please indicate that in your log.

STEP FOUR: SECURING AN INTERNSHIP

About half of the students attending the Los Angeles Program will have secured an internship before arriving in Los Angeles. If you are still looking for an internship upon your arrival, you must continue applying to internships, follow up with applications you have already submitted, and schedule interviews in your free time.

IMPORTANT! Do not schedule interviews or social events on the Wednesday, January 18, from 9am – 5pm when ICLA Orientation is scheduled.

If you interview for an internship by phone or over Zoom, you might get an offer for the internship at that time. You should tell the person making the offer that you need to get approval from the ICLA director before accepting, and you'll let them know as soon as you obtain the approval.

Before accepting an internship, all students are required to receive permission from the ICLA Office by email (iclaprogram.spring2023@gmail.com) or by phone (1-323-851-6199).

STUDENT STATUS VERIFICATION LETTER

If a company needs written verification that you are a full-time student and will be earning credit for your internship, go to our website (www.ithaca.edu/la) and click on "[Credit Verification Request](#)" in the left column. Click the link and complete the form. We will receive your request and send the company a letter on your behalf. Be sure to provide us with all the necessary information (contact name, company address and email).

2023 INTERNSHIP LISTINGS

Companies that have provided internship listings to ICLA directly can be found through our website on the menu item "[Internship Listings](#)." These listings have all been received within the last year, and you can assume that they are current and available for this spring. We will update the listings as we receive them. Do not ignore older listings; consider them all to be current.

1. Log into the page with your Netpass credentials.
2. Click on "Internship Listings Link" at the bottom of the next page.
3. Use the search box to find internships with key words that pertain to your interests (music, development, agency, etc.).
4. Click on any entry to see the full information for that particular internship.

We will email you when new listings are posted by companies that contact us.

ADDITIONAL RESOURCES

You are not required to obtain your internship through our listings. There are additional resources listed in this packet on pages 9-10. You are encouraged to apply to any internship you find. Contact us about any internship you have questions about.

If you have any questions or need help with your materials, please call us at (323) 851-6199 or email us at iclaprogram.spring2023@gmail.com. We are here to help you any way we can!

INTERNSHIPS at MAJOR MEDIA CONGLOMERATES

While our database listings provide information for some specific departments within some companies, online applications are the primary method for applying to major conglomerates. Below is a list of links that may be helpful in your search.

TIP: APPLY EARLY! Be as SPECIFIC as possible when given the opportunity to describe your interests. If you are interested in working on a particular facet of their company (ex: television show, film company, website), mention it! You will have a better chance of getting your resume into the right hands.

NBC Universal <https://www.nbcunicareers.com/internships>

Scroll down to the dropdown option "Open Positions." Make sure that you are applying for California-based positions.



ABC/Disney <https://jobs.disneycareers.com/professional-internships>

Scroll down to the Los Angeles location. This will compile a full listing of all internships in the state. You can also specify which department or cities you'd like to narrow it down to: Burbank, Beverly Hills, Los Angeles, etc.



Sony Pictures Entertainment <http://www.sonypicturesjobs.com/internships>

Narrow down your search by selecting the Location of Culver City, CA. Click on the posting for more information and to apply.



Fox <https://foxcareers.com/Students>

Scroll to the bottom of the page and select "Search for Internships." Narrow down your search by selecting California as the Location.



Paramount (CBS, Nickelodeon, BET, MTV Networks, Comedy Central) <http://www.paramount.com>

Scroll down to "Internships" to learn about Paramount opportunities. (These might be included in the Viacom internship listings.)



Warner Media <https://warnermediacareers.com/global/en/c/early-careers-jobs>

Make sure that you look at postings in California.



ONLINE INTERNSHIP RESOURCES

EntertainmentCareers.net

EntertainmentCareers.net, which is updated daily, lists internships in the major fields of communications. Be sure to click on “Internships” on the top of the home page.



Indeed

On Indeed.com, enter “internship” in the “what” field and “Los Angeles, CA” in the where field.



Handshake

- Create an account at ithaca.joinhandshake.com/
- Sign into Handshake using your Netpass username and password.
- Click on the “Jobs” tab on the blue bar in the top right.
- Search “intern” in the Job Title field and “Los Angeles, CA” in the City, State or Zip Code field.



mandy.com

mandy.com is helpful for finding film production and development internships

- Create an account.
- Click on the “Jobs” tab on the white bar and select “Opportunities.”
- Select “California” in the “State” box and then select “Search Jobs.”



LinkedIn

Many companies will post internships on Linkedin.com, and we recommend you create a free profile there. On the site, type any keyword that fits what you’re searching for (film, marketing, PR, etc.), then filter the results by Job Type (Internship) and Location (Los Angeles and Burbank). Play around with the keywords and filters to see various results.



This information is also available on the Careers section of our website.

Please visit: <https://www.ithaca.edu/academics/roy-h-park-school-communications/los-angeles-program/career-sites>

Before accepting an internship, all students are required to receive permission from the ICLA Office by email (iclaprogram.spring2023@gmail.com) or by phone (1-323-851-6199).

RECENT INTERNSHIP SITES

3D PR & Marketing
7ate9 Entertainment
AbelCine
Absurd Hero Productions
AmDewing Inc
Anderson Group Public Relations
Aperture Entertainment
Avid Core
Baboon Animation
Brentwood Communications International, Inc.
Channel 101
Cinema Devices
Clayton Music Management
Cold Iron Pictures
Contemporary Service Corporation
Counterpoint Films
CreatorUp
CSLA Rentals
DC Creative
Delirio Films
Downtown Los Angeles Film Festival
EDITION by Modern Luxury
Empire Wrestling Federation
Epicenter LA
Evike.com
Foundation Media Global
Fox Sports
GetItMade
Giant Spoon
Grand Electric
HBO Max programming
HeatDance
Hivemind
Hollywood Casting and Film Studio
Immortal Cinema
Innovative Marketing Group
Intellectual Property Group
Intuitive Entertainment
ITJ Group
Jackson Agency
Jam in the Van
Jimmy Kimmel
Josephson Entertainment
JV Agency
Katch
Ken Sherman & Associates Literary Agency
Mandalay Sports Media

Mandeville Films
Mentoring Through Athletics
Midnight Kids Studios
Miles High Productions
Muse Entertainment
Nacional Records
NBCU - Client Advocacy team and Ad Sales
NBCU - E! News
NBCU - Multiplatform Strategy & Planning
NBCU - Peacock photography publicity
NECC
NVE Experience Agency
Ocean Front Entertainment
Pantheon
Pareto Labs
Play Think Entertainment
PR for Artists
Pre Magazine
Producer Entertainment Group Management
PULSE Music Group
Radiant
Rich Delia Casting
Rick Shaw
ROW Pictures
RPM Talent Agency
Rugged Entertainment
Santa Barbara International Screenplay Awards
Scripty
Shoe Money Productions
Sicily Publicity
Sonic Gods
Stewart Talent Agency
Stories International
Story Driven
Studio City Sound
TalentX Entertainment
Tenth Planet Productions (Joel Gallen)
The A List
Tiny Hero
Tollin Productions
Trend PR
Vibrant Penguin
Waterfall Films
XYZ Films
Young Hollywood
Zero Gravity Management

SAMPLE COVER LETTER

Do not copy exactly!

[CURRENT DATE]

Dear Ms./Mr. [CONTACT'S LAST NAME]:

I am currently a [JUNIOR OR SENIOR] majoring in [YOUR MAJOR] at Ithaca College. During the spring of 2023, I will be attending the Ithaca College Los Angeles Program. I am interested in interning at [NAME OF COMPANY] in the [NAME OF DEPARTMENT, IF APPLICABLE]. I will be registered as a full-time student and earning college credit for my internship.

As my enclosed resume indicates...[DESCRIBE YOUR EXPERIENCES, SKILLS AND QUALITIES, WHY YOU ARE INTERESTED IN AND QUALIFIED FOR INTERNING AT THE COMPANY, ETC.].

I will be arriving in Los Angeles the week of January 15. In the meantime, I can be reached at [EMAIL AND PHONE NUMBER].

Thank you for your consideration.

Sincerely,
[YOUR NAME]

SAMPLE RESUME (1 page only!)

JAMES PENDLETON

(323) 851-6199 jpendleton@ithaca.edu

Create a style for your resume. Let it stand out without being too busy!

EDUCATION

Ithaca College, Ithaca, New York
Roy H. Park School of Communications
Bachelor of Science, Television & Radio
Video Concentration

Expected Graduation: May 2023

DO NOT PUT HIGH SCHOOL INFO IN EDUCATION SECTION!! AND NO HEAD SHOTS!!

Ithaca College London Center

August - December 2018

INTERNSHIP (IF YOU HAVE DONE AN INTERNSHIP, LIST IT FIRST)

WLAC-TV Radio Buchanan, NY
Intern, Advertising Department

- Assisted in

May 2021 – August 2021

RELATED EXPERIENCE (alternate headings: PRODUCTION EXPERIENCE, PROFESSIONAL EXPERIENCE)

Ithaca College Television (ICTV) Ithaca, New York
Director, "What's My Secret?" (game show)

- List details of job HERE

August 2022 – Present

Producer, "Panorama" (community affairs show)

- List details of job HERE

January 2022 – Present

Camera Operator, "Newswatch 16" (weekly news show)

- List details of job HERE

January 2021 – May 2021

WLAC-TV Radio Buchanan, NY
Intern, Advertising Department

- Assisted in

May 2020 – August 2020

British Film Institute, London, England
Intern, Information Department

- Responsible for
- Performed basic administrative duties....

August 2019 – December 2019

WORK EXPERIENCE

Chili's Restaurant, Waiter, Ithaca, NY
Buchanan Day Camp, Camp Counselor, Buchanan, NY

2021-Present
May 2018 – August 2018

TECHNICAL SKILLS

Mac & PC Operating Systems
Microsoft Word, Excel, PowerPoint, Access
Final Cut Pro, Avid
Social Media: Facebook, Snapchat (list all that you know out)

Feel free to add more technical skills, especially if you are looking for an internship in production.

Make sure your alignment is neat!

EXTRACURRICULAR ACTIVITIES

Volunteer, Ithaca College Bureau of Concerts

2018-Present

HONORS/AWARDS

Rod Serling Scholarship

2017

USING EMAIL AS EFFECTIVE BUSINESS COMMUNICATION

As you embark on the internship search process, it is important to be mindful of your business communication skills. Internship coordinators may ask that you contact them via email to schedule interviews and go over important details pertaining to your internship experience. Here are some tips:

- Treat emails as if they were written letters. Address the recipient appropriately (Dear Sir, Dear COMPANY NAME Internship Coordinator, etc.). Add your own signature and sign your email “Sincerely” or “Best.”
- Read over your email after you have completed composing it. Spell check may not catch common mistakes like “from” and “form” or “the” and “he.” Make sure your capitalization and punctuation are correct. Do not hastily press *send* without at least one read-through.
- When attaching your resume and/or cover letter, be sure that it is a format that can be opened on ANY computer. PDFs are great, DOCX is not. Be mindful of the name of your file. AWESOMERESUME.pdf will not make the right impression. A simple solution is using your first and last name, ex: JAMES PENDLETON_RESUME.pdf.
- ALWAYS FOLLOW UP! If you send an email to a company, give the internship coordinator time to respond – 2 weeks is the general rule. After that, you can follow up with a polite email re-stating the information included in your original.
- After an interview, whether by phone, on Zoom, or in person, ALWAYS send a thank you note. Many students have preferred to send hand-written notes, while others argue that an email will suffice. If you choose to send an email, make sure it is timely –within 2 days of your interview. Also, be sure it conveys the message you want to send: GRATITUDE.

Here’s an example of bad vs. good email communication:

THE BAD

Hey!

I'm interested in interning for you're company. I will be attending the Ithaca College LA Prorgam.

Attached is my reseme and cover letter. I'd like to hear back from you.

Thanks!

– Jimmy

THE GOOD

Dear Mr. Smith:

I am currently a student majoring in Cinema and Photography at Ithaca College. I will be attending the Ithaca College Los Angeles program for the upcoming semester.

Attached, please find my resume and cover letter. I can be reached via email (at this address) or by phone at 987-555-1234.

Thank you for your consideration.

Sincerely,
James Pendleton

Following these simple rules will make your email communication effective and professional. **REMEMBER – EMAIL IS A REPRESENTATION OF YOU.** It should reflect your professionalism and should serve as an indication of your future as an intern.

Internship FAQs

1. Do I need to get an internship prior to arriving in Los Angeles?

No. Typically about half of the ICLA students do not finalize their internships before they arrive in LA. However, you must be proactive in researching and applying to internships that interest you prior to your arrival.

2. How many interviews should I go on before choosing my internship?

We recommend that you send your resume and cover letter to all the internship sites that genuinely interest you. During your first weeks in LA, you will still have ample time to schedule interviews at those sites that you are considering. After you have completed the interview process, it will be easier for you to make your final decision.

3. How can I find out about new internship opportunities that might not be listed on the database?

Before your arrival in Los Angeles, companies may have contacted us looking for interns. We will send out new internship listings as we receive them. Be sure that you have supplied the LA program with your preferred email address, as email will be the first method used to contact everyone about new internship opportunities. Also, frequently check major media conglomerate websites and other career websites for the latest listings. If you are interested in an internship opportunity and cannot find contact information, please contact us at iclaprogram.spring2023@gmail.com and we will assist you.

4. How many hours are interns required to work?

6 credits: minimum 270 hours over the semester / ~20 hours per week

7 credits: minimum 315 hours over the semester / ~23 hours per week

8 credits: minimum 360 hours over the semester / ~26 hours per week

You can work for more hours per week or over the semester than the minimum required hours.

5. How many companies should I send my resume to?

There is no set number - it all depends on the kind of internship you are looking for. You should apply to any internship you are interested in (though we generally recommend sending out at least 10-15 resumes).

6. Can I have more than one internship?

Yes, depending on your field of interest and where you work. Some companies may only want you to work two days a week, so you can work the remaining days at another company. We advise you to first focus on obtaining one internship in your primary field of interest.

7. How dressed-up will I need to get for my internship?

The answer depends on the type of internship. If you are going to work in a "corporate setting" like a talent agency, advertising agency, or public relations firm, you will need to dress more formally. If you're working in a more casual office, you might wear a good pair of jeans and a nice shirt.

SPRING 2023 ICLA COURSE INFORMATION

- ICLA students register for courses on their normally designated day and time.
- ICLA students are required to enroll as a full-time student with a minimum of 12 credits, unless approved for part-time status by their department chair and the ICLA program director.
- All ICLA students are required to enroll in GCOM 32600-61 *Media Industries*, a one-credit course that meets three times over the course of the semester (dates and time TBA).
- All ICLA students are required to enroll in an internship for 6-8 credits.
- Instructions on how to register for ICLA courses will be emailed prior to registration.
- Any questions pertaining to ICLA courses should be directed to Dr. Stephen Tropiano, program director, at iclaprogram.spring2023@gmail.com.

The following courses will be offered in Los Angeles in spring 2023:

CNPH 30000 <i>Fiction Film Theory</i> *	3 credits
MASS 33300 <i>Writing the Feature Film</i>	4 credits
MASS 43300 <i>Thesis Screenwriting</i>	4 credits
MASS 43600 <i>Thesis TV Writing</i>	4 credits
TVR 32700 <i>Program Develop for Entertainment Media</i>	4 credits
TVR 33500 <i>Electronic Media Criticism</i> ** ±	3 credits

*Writing Intensive (ICC)

**Writing Intensive and Diversity Designated (ICC)

±Fulfills requirement for TVR 46000 Senior Seminar

INTERNSHIP SEARCH LOG

This form will help your ICLA advisor assess the progress of your internship search and provide timely input. **Please submit this form to iclaprogram.spring2023@gmail.com no later than Friday, November 11.**

Your Name: _____ **Your Major:** _____

E-mail: _____ **Phone Number:** _____

- Include a clean copy of your current resume and one sample cover letter that you have sent out soliciting an internship opportunity.
- List the companies where you have submitted your resume and cover letter. If more than fifteen, please submit additional sheets.

Indicate the name of the company, contact person, date letter sent; response received.

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.



KAPI APARTMENT INVENTORY

Unit Number:

Inspected by:

Inspected on:

Sign:

Kitchen

- Stove/Oven
- Refrigerator
- Dishwasher
- Microwave
- Apt Essential Info
- Kitchen Rug
- Trash Bag Roll
- Trash Basket (stainless steel)
- Sponge
- Cutting Board (one size)
- Heat Glove
- Kitchen Towels (2)
- Beverage Coaster (4)
- Toaster
- Blender
- Tea Kettle
- Coffee Maker
- Salt & Pepper Shakers
- Knife Set
- Pizza Cutter
- Vegetable Peeler
- Can/Bottle Opener
- Silverware Set
- Silverware Tray
- Cheese Grater
- Dish Soap
- Plastic Food Containers (4)
- Paper Towel
- Paper Towel Holder
- Cork Screw
- Measuring Cups
- Cookie Sheet
- Pots & Pans
- Dinnerware
- Colander
- Salad Bowl
- Water Cups (6)
- Coffee Cups (6)
- Wine Glasses(6)
- Utensil set
- Utensil Holder

Dining Room

- Dining Table
- Dining Chairs (4)
- Mirror

Living Room

- Sofa
- Chair (1)
- Coffee Table
- End Table
- Area Rug
- Plant
- Wall Art
- Table Lamp
- TV - 50"
- TV Console
- Wi-Fi - Modem/Router
- Extension Cable for TV

Storage

- Iron
- Ironing Board
- Broom/ Dust Pan
- First Aid Kit
- Vacuum Cleaner
- Light Bulb (1)
- Mop Basket Set
- Washer & Dryer Unit

Bathroom 1

- Shower Curtain
- Shower Liner
- Soap Dispenser
- Tooth Brush Cup
- Hand Soap Plate
- Toilet Brush
- Plunger
- Bath Rugs (2)
- Waste Basket
- Toilet Paper Roll

Bathroom 2

- Shower Curtain
- Shower Liner
- Soap Dispenser
- Tooth Brush Cup
- Hand Soap Plate
- Toilet Brush
- Plunger
- Bath Rugs (2)
- Waste Basket
- Toilet Paper Roll

Bedroom 1

- Twin Bed (2)
- Twin Mattress (2)
- Twin Mattress Protector (2)
- Twin Bedding Set (2)
- Pillow (2)
- Night Stand
- Lamp
- Wall Art
- Coat Hangers (16)
- Closet Organizer (2)
- Laundry Basket (2)

Bedroom 2

- Twin Bed (2)
- Twin Mattress (2)
- Mattress Protector (2)
- Twin Bedding Set (2)
- Pillow (2)
- Night Stand
- Lamp
- Wall Art
- Coat Hangers (16)
- Closet Organizer (2)
- Laundry Basket (2)

Patio

- Patio Table
- Patio Chairs (2)