

# Room Inventory & Condition Form

Room No.	PRINT: Resident's Last Name	First Name	Student A No.
LV ____ - ____			

Effective 7/16/13

Lobo Village Residence Hall

Date \_\_\_\_\_

Condition at Move in	Area	Condition at Check out	Charges
	<b>Living Room</b>		*Split Charges in Living area if there are 2 residents
	Unit Door (Int. & Ext.)		\$350.00
	Hallway Door Knob		\$216.00
	Door Knocker/Peep Hole		\$5.00
	Smoke Detector, Fire Sprinkler		\$22.08
	Carpet		\$75 or market value
	Walls A,B,C,D & Ceiling		\$25.00 per sq. ft.
	Windows/Sills		\$135.00
	Blinds (if applicable)		\$45.00
	Ceiling Fan – light, blades, pull string		\$100.00
	Light Switch/Cover		\$10.00
	Thermostat Control		\$60.00
	A/C Vent		\$40.00
	Entertainment Center		\$196.00
	End Table		\$78.50
	Coffee Table		\$97.00
	Rockingham Loveseat		\$417.00
	Rockingham Chair		\$310.00
	Countertop/ Cabinets		\$3.00 per sq. ft.
	Microwave		\$90.00
	Refrigerator		\$150.00
	Phone Jack/Cable/Internet Cover		\$10.00
	Electrical Outlet		\$10.00
	<b>Bedroom</b>		
	Door (front & back)/ Door stop		TBD
	Smoke Detector, Fire Sprinkler		TBD
	Ceiling Fan/ Light fixture		\$100.00
	Walls A,B,C,D		\$25.00 per sq. ft.
	Carpet		\$75 or market value
	Windows/Sills		\$135.00
	Blinds		\$45.00
	Bed Frames/Slats		\$90/\$10 each
	Twin Mattresses (Both Sides)		\$148.00
	Desk base/Hutch/Lamp		\$140/\$100/\$200
	Desk Chair		\$85.00
	Dresser		\$200.00
	Night Stand		\$120.00
	File Cabinet		\$165.00
	Phone/Cable/Internet Outlets		\$10.00
	A/C vent		\$40.00
	Closet Doors		\$50.00 (per panel)
	Inside Closet/Shelf		\$25.00
	<b>Bathroom</b>		
	Bathroom Door		\$150.00
	Bathroom Doorknob/Lock		\$65.00
	Light Fixture		\$20.00
	Light Switch		\$10.00
	Electrical Outlet		\$10.00

	Sink Fixture		\$50.00	
	Countertop		\$3.00 per sq. ft.	
	Cabinet Doors/Drawers		current market value	
	Bathroom Floor		\$2.00 per sq. ft.	
	Shower Fixtures/Bath Knobs		\$75.00	
	Bathtub		\$450.00	
	Shower Curtain Rod		\$20.00	
	Overhead Cabinet		current market value	
	Bath Walls A, B, C, D & Ceiling		\$25.00 per sq. ft.	
	Tissue Dispenser		\$15.00	
	Toilet		Seat \$20.00	
<b>Additional Notes</b>		<b>Cleaning Entire Areas</b>		
<p>* A \$20.00 per hour labor cost can be added to charges</p> <p>*Costs may vary from list depending on extent of damage</p> <p>Replacement unit keys are \$145</p> <p>Replacement bedroom keys \$35</p> <p>All keys are due at the time of checkout</p>		Living Room-entire room	\$100.00	
		Bedroom-entire room	\$50.00	
		Bathroom-entire room	50.00	
		<b>Cleaning Individual Items</b>		
		Appliances (fridge & microwave)	\$25.00	
		Closets/Dresser/Desk	\$20	
		Air Conditioning Vent	\$10	
		Door (adhesive, etc.- room and bathroom)	\$10	
		Windows	\$10	
		Blinds	\$5	
		Ceiling Fan	\$5	
		Shower	\$20	
		Toilet	\$15	
		Sink	\$10	
		Bathroom Floor	\$20	
		Bathroom Cabinets/Drawers/Cabinet Top	\$15	
		Bathroom Mirror	\$5	
		Stains on Carpet	\$25	
		<b>Removal of:</b>		
		Trash from Room/Bathroom	\$40	
		Personal Belongs (both room & bathroom)	\$50	
		Excess/Abandoned Furniture	\$50	
		<b>Repainting of:</b>		
		Bedroom Walls	\$25/wall	
		Ceiling	\$25.00 per sq. ft.	
<b>Repairing of:</b>				
Walls (holes, adhesives, etc.)	\$25.00 per sq. ft.			
Ceiling (holes, adhesives, etc.)	150.00			
Desk	50.00			
Light-Switch Plate(s)	10.00			
<b>Total Charges</b>				

**ROOM CONDITION** (Read before signing)

- I agree that the room condition is accurately reflected and that I have had an opportunity to note any damage.
- I acknowledge that I am familiar with this room condition form including a list of damages and possible charges.
- I understand that when I check out I will be held responsible for any damage that is not noted on this form.

**Check In**

Resident's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Check Out**

Resident's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

