

Unit Condition Report

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

Effective 8/9/18

Efficiency Apartment

Date _____

Condition at Move in	Area	Condition at Check out	Charges
	Living Area		
	Unit Door		\$350.00
	Door Knob/Lock		\$216.00
	Door Knocker/ Peep Hole		\$5.00
	Desk Base		\$140.00
	Desk Hutch/Lamp		\$100/\$20
	Desk Chair		\$85.00
	Smoke detector/ fire sprinkler		\$22.08
	Carpet		\$75 or replacement cost
	Ceiling		\$25.00 per sq. ft.
	Walls A,B,C,D		\$25.00 per sq. ft.
	Windows and sills		\$135.00
	Blinds		\$45.00
	Ceiling fan (blades, and pull strings)		\$100.00
	Light switch covers		\$10.00
	Thermostat control		\$60.00
	A/C vent		\$40.00
	Entertainment center		\$196.00
	End table		\$78.50
	Dresser		\$255.00
	Mattress		\$148.00
	Bed Frame and Slats		\$90/\$10 per slat
	Rockingham chair		\$310.00
	Electrical outlet		\$10.00
	Phone/Cable/Internet cover		\$10.00
	Kitchen		
	Dining table		\$135.00
	Dining chairs (2)		\$60 ea.
	Counter tops		\$3.00 per sq. ft.
	Cabinets/ doors/ hardware		current market value
	Sink/ fixtures		\$50.00
	Garbage disposal		\$60.00
	Stove/Oven		\$250.00
	Refrigerator		\$500.00
	Ceiling		\$25.00 per sq. ft.
	Floor Tiles		\$2.00 per sq. ft.
	Electrical outlet		\$10.00
	Light fixture		48"- \$34.00 36"- \$26.24
	Bathroom		
	Door (Bedroom side)		\$150.00
	Door (Bathroom side)		\$150.00
	Bathroom door knob and lock		\$65.00
	Light fixture		\$20.00
	Light switch		\$10.00
	Electrical outlet		\$10.00
	Sink fixture		\$50.00
	Countertop & Mirror		TBD
	Cabinet doors/ drawers		current market value

Condition at Move in	Area	Condition at Check out	Charges
	Bathroom Cont.		
	Bathroom floor		\$2.00 per sq. ft.
	Shower fixture/knobs/ shower head		\$75.00
	Bathtub		\$450.00
	Overhead cabinet		current market value
	Medicine cabinet		\$50.00
	Tissue dispenser		\$15.00
	Toilet		Seat \$20.00
	Bath ceiling		\$25.00 per sq. ft.
	Bath walls A,B,C,D		\$25.00 per sq. ft.

Additional Notes
 * A \$20.00 per hour labor cost can be added to charges
 *Costs may vary from list depending on extent of damage
 Notes:

Cleaning Entire Areas		
Living Room-entire area		\$50.00
Kitchen-entire area		\$50.00
Bathroom-entire area		\$50.00
Cleaning Individual Items		
Appliances (stove & refrigerator)		\$25.00
Closets/Dresser/Desk		\$20.00
Air Conditioning Vent		\$10.00
Door (room and bathroom)		\$10.00
Windows		\$10.00
Blinds		\$5.00
Ceiling Fan		\$5.00
Shower		\$20.00
Toilet		\$15.00
Sink		\$10.00
Bathroom Floor		\$20.00
Bathroom Cabinets/Drawers/Cabinet Top		\$15.00
Bathroom Mirror		\$5.00
Removal of:		
Trash from Room/Bathroom		\$15.00
Personal Items (both room & bathroom)		\$50.00
Excess/Abandoned Furniture		\$50.00
Repainting of:		
Bedroom Walls		\$25/wall
Ceiling		\$25.00 per sq. ft.
Repairing of:		
Walls (holes, adhesives, etc.)		\$25.00 per sq. ft.
Ceiling (holes, adhesives, etc.)		150.00
Desk		50.00
Light-Switch Plate(s)		10.00
Total Charges		

Director Notes: _____

Director Signature: _____

- Key returned at check-out?
 Unit key (brass). \$200 if not returned
 Improper Check-Out - \$50.00

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.
- All keys are due at the time of checkout
- This form needs to be returned within **5 business days** of checking in.

Check In

Resident's Signature: _____ Date: _____

Staff's Signature: _____ Date: _____

Check Out

Resident's Signature: _____ Date: _____

Staff's Signature: _____ Date: _____