

Unit Condition Report

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

Effective 1/19/19

Date _____

Lobo Village Family & Double Apartment

Condition at Move in	Area	Condition at Check out	Charges
	Entry Way		
	Unit Door		\$350.00
	Unit Door Knob		\$216.00
	Door Knocker/Peep Hole		\$5.00
	Living Room		
	Smoke Detector, Fire Sprinkler		\$22.08
	Carpet		\$75 or replacement cost
	Ceiling		\$25.00 per sq. ft.
	Walls A,B,C,		\$25.00 per sq. ft.
	Windows/Sills		\$135.00
	Blinds		\$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 Sofa		\$380.00
	Rockingham Chair		\$310.00
	Electrical Outlet		\$10.00
	Phone/Cable/Internet Outlets		\$10.00
	Kitchen		
	Dining Table		\$235.00
	Dining Chairs (4)		\$60/ea.
	Counter Tops		\$3.00 per sq. ft.
	Cabinets / Doors / Hardware		current market value
	Sink / Fixtures		\$50.00
	Garbage Disposal		\$50.00
	Stove / Oven		\$250.00
	Dishwasher		\$400.00
	Refrigerator		\$500.00
	Washer / Dryer Set		\$1,000.00
	Walls A,B,C		\$25.00 per sq. ft.
	Ceiling		\$25.00 per sq. ft.
	Floor Tiles		\$2.00 per sq. ft.
	Light Fixture		48"- 34.00 36"- 26.24
	Electrical Outlet		\$10.00
	Bedroom (B)		
	Door (front & back)/Door Stop		\$150.00
	Smoke Detector/Fire Sprinkler		\$22.08

Condition at Move in	Area	Condition at Check out	Charges
	Bedroom Cont.		
	Ceiling		\$25.00 per sq. ft.
	Ceiling Fan / Light Fixture		\$100.00
	Walls A,B,C,D		\$25.00 per sq. ft.
	Carpet		\$75 or replacement cost
	Windows/Sills		\$135.00
	Blinds		\$45.00
	Headboard/Backrest (if applicable)		\$80.00
	Bed Frames/Slats		\$90/\$10 per slat
	Twin Mattresses (Both Sides)		\$148.00
	Dressers		\$255.00
	Night Stand		\$120.00
	Phone/Cable/Internet Outlets		\$10.00
	A/C vent		\$40.00
	Closet Doors		\$50.00 (per panel)
	Inside Closet/Shelf		\$25.00
	Master Bedroom (A)		
	Door (front & back) / Door Stop		\$150.00
	Smoke Detector / Fire Sprinkler		\$22.08
	Ceiling Fan / Light Fixture		\$100.00
	Ceiling		\$25.00 per sq. ft.
	Walls A,B,C,D		\$25.00 per sq. ft.
	Carpet		\$75 or replacement cost
	Blinds		\$45.00
	Windows / Sills		\$135.00
	Twin Mattresses (Both Sides)		\$100.00
	Bed Frames/Slats		\$550.00
	6 Drawer Dresser / Mirror		\$400/\$60
	Night Stands		\$120.00
	Internet Connection Jack / Cover		\$10.00
	TV Jack / Cover		\$10.00
	Phone Jack / Cover		\$10.00
	A/C Vent		\$40.00
	Closet Doors		\$50.00 per panel
	Inside Closet / Shelf		\$25.00
	Electrical Outlet		\$10.00
	Bathroom		
	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		\$25.00 per sq. ft.
	Bath Ceiling		\$25.00 per sq. ft.
	Tissue Dispenser		\$15.00
	Toilet		Seat \$20.00

Additional Notes	Cleaning Entire Areas	
* A \$20.00 per hour labor cost can be added to charges *Costs may vary from list depending on extent of damage Notes:	Living Room-entire room	\$100.00
	Bedroom-entire room	\$50.00
	Bathroom-entire room	50.00
	Cleaning Individual Items	
	Appliances (fridge, stove & dishwasher)	\$40.00
	Closets/Dresser/Desk	20.00
	Air Conditioning Vent	10.00
	Door (adhesive, etc.- 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	
Stains on Carpet	25.00	
Removal of:		
Trash from Room/Bathroom	40.00	
Personal Belongs (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: _____

Keys returned at check-out?

Please check for each key returned

- 2 Bedroom keys (silver). \$60 if not returned
- Unit key (brass). \$200 if not returned
- Improper Check-Out: \$50

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: _____