

Room Inventory & Condition Form

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

Effective 1/31/19

Fletcher Hall

Date _____

| Condition at Move in | Area | Condition at Check out | Charges |
|----------------------|--------------------------------------|------------------------|---|
| | Bedroom | | *Split charges in living areas if there are 2 residents |
| | Door (front & back)/ Door stop | | TBD |
| | Hallway door knob | | TBD |
| | Door peep hole | | TBD |
| | Smoke Detector, Fire Sprinkler | | TBD |
| | Ceiling Fan/ Light fixture | | \$100.00 |
| | Ceiling | | TBD |
| | Light switch | | \$10.00 |
| | Walls A,B,C,D | | \$25.00 per sq. ft. |
| | Floor | | \$75 or market value |
| | Windows/Sills | | \$135.00 |
| | Blinds | | \$45.00 |
| | Bed Frame | | TBD |
| | Twin Mattresses (Both Sides) | | \$148.00 |
| | Desk | | \$200.00 |
| | Desk Chair | | \$85.00 |
| | Dresser | | \$200.00 |
| | Phone/Cable/Internet Outlets | | \$10.00 |
| | Electrical Outlet | | \$10.00 |
| | Window A/C Unit | | \$300.00 |
| | Closet Doors | | TBD |
| | Inside Closet | | \$25.00 |
| | 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 under sink | | current market value |
| | Bathroom Floor | | \$2.00 per sq. ft. |
| | Shower Fixtures | | \$75.00 |
| | Shower tiles | | TBD |
| | Shower Curtain Rod/Shower Curtain | | \$20 each |
| | Bath Walls A, B, C, D & Ceiling | | \$25.00 per sq. ft. |
| | Tissue Dispenser | | \$15.00 |
| | Toilet | | Seat \$20.00 |
| | Mirror | | TBD |
| | Medicine Cabinet | | TBD |
| | Towel rod | | TBD |
| | Fire Extinguisher | | \$200.00 |
| | Any additional items not listed here | | TBD |

| Additional Notes | Cleaning Entire Areas | | |
|---|--|---------------------------------------|------|
| * A \$20.00 per hour labor cost can be added to charges | Bedroom and Bathroom | \$100 | |
| *Costs may vary from list depending on extent of damage | Bedroom-entire room | \$50 | |
| Notes: | Bathroom-entire room | \$50 | |
| | Cleaning Individual Items | | |
| | Closets/Dresser/Desk | \$20 | |
| | Air Conditioner | \$10 | |
| | Door (adhesive, etc.- room and bathroom) | \$10 | |
| | Windows | \$10 | |
| | Blinds | \$5 | |
| | Ceiling Fan | \$5 | |
| | Shower | \$20 | |
| | Director Notes: | Toilet | \$15 |
| | | Sink | \$10 |
| | | Bathroom Floor | \$20 |
| | | Bathroom Cabinets/Drawers/Cabinet Top | \$15 |
| | | Bathroom Mirror | \$5 |
| | | Bedroom Floor | \$25 |
| | Removal of: | | |
| | Trash from Room/Bathroom | \$40 | |
| | Personal Belongs (both room & bathroom) | \$50 | |
| | Excess/Abandoned Furniture | \$50 | |
| | Repainting of: | | |
| | Bedroom Walls | \$25/wall | |
| | Ceiling | \$25.00 per sq. ft. | |
| | Repairing of: | | |
| Director Signature: | Walls (holes, adhesives, etc.) | \$25.00 per sq. ft. | |
| | Ceiling (holes, adhesives, etc.) | 150.00 | |
| | Desk | 50.00 | |
| | Light-Switch Plate(s) | 10.00 | |
| Key returned at check-out? <input type="checkbox"/> Unit key (brass). \$200 if not returned <input type="checkbox"/> Improper Check-Out - \$50.00 | Total Charges | | |

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: _____