

# Faculty Student Association of Clinton Community College

## Room Condition Report

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Building: \_\_\_\_\_ Room #: \_\_\_\_\_ Semester \_\_\_\_\_

*E—Excellent, like new G—Good, shows some signs of wear R—Needs repair M—Missing*

### Check-In

### Check-Out

Furnishings	Comments	Comments	Rate	Charges
Door, Doorknob/Handle				
Door Lock, Door Key				
Overhead Light/ Shade/ Switch				
Outlet/ Outlet Cover				
Cable Outlet/Cover				
Telephone Jack/ Cover/ Wiring				
Data Port				
Carpet Cleaning/Repair				
Smoke Sensor/ Heat Sensor				
Closet/ Closet Door				
Walls				
Bed Frame/ Mattress				
Desk/ Desk Chair				
Small Drawer Repair				
Dresser				
Mirror/ Vanity Mirror				
Vanity Light Cover/ Ballast				
Towel Bar/ Shower head				
Window/ Window Screen				
Window Blind Repair/ Replacement				
Excessive Cleaning/ Personal Property Removal				
Other/ Improper Checkout				
<b>Total Charges</b>				

Keys given at check-in \_\_\_\_\_

Keys returned at check-out \_\_\_\_\_

Your signature below indicates your understanding and acceptance of the condition statement and the Statement of Agreement.  
I understand that I will be held financially liable for any change in condition from what is noted on this form or damages.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_

R. A. Signature \_\_\_\_\_ Date \_\_\_\_\_ R.A. Signature \_\_\_\_\_ Date \_\_\_\_\_

## Statement of Agreement

- I understand that I am responsible for the condition of this room including its contents of furnishings and equipment. I understand I am financially liable for any damage or loss to the room or its contents.
- I understand that the use of the following is prohibited on walls, furniture, the door (inside or outside) and corridor: tape, paste, glue, nails, tacks, etc.
- I understand that the door latches are not to be wedged back with tape, pins, or any other material. Also, tampering with the door locks is in violation of college policy.
- I understand that I am not permitted to affect any repairs to this room or any other location in the residence halls. All repairs are to be effected by the Maintenance Staff of the FSA.
- I understand that residents are held jointly responsible for damage in rooms with their respective roommates.
- I understand that residents are held collectively responsible for the damage in common areas of the building; lounges, halls or corridors, bathrooms, etc.
- I understand that billing for Damages is issued after I move out.
- I understand that in the event of damage to, or loss of college property, the occupants of the room will be charged with these damages and/or losses.
- I understand that a charge also will be submitted if the room key and/or mail box key is not returned during the checkout process. Also, that the charge for a room key is to cover the cost of changing the lock and cutting a new key. The charge for an unreturned room key is **\$75.00** and the charge for an unreturned mail box key is **\$15.00**.
- If I leave without signing this form and checking out with a staff member, I will accept staff judgment on the conditions of the room. Also, an improper checkout fee of **\$50.00** will be assessed.
- I understand that no storage is available between academic years and that any personal belongings left in the residence halls may be disposed of by the FSA.
- If I, the resident, move any equipment or furnishings out of my room and do not return it, I understand that I will be billed for the full replacement cost of the item(s).

## Official Check-out

- ❖ An official checkout involves a Residence Life staff member (a.k.a. R.A.) coming to your room with your Room Condition Report (RCR) to note if there are any discrepancies in the condition of the room, furnishings, or fixtures since the check-in portion of the RCR was completed. The RA will explain these discrepancies to you, and then ask you to sign the RCR and return your keys. Once the staff member signs the RCR you are officially checked out. ***You must checkout no later than 24 hours after your last final exam. Graduating students must checkout by 2PM the Saturday after Graduation.***
- ❖ After your check-out, the RA will turn your RCR in to the Assistant Dean of Students (ADS), who will inspect your room with the Maintenance Staff and determine whether or not to assign charges based on any discrepancies found. If you are the first person to check out of your room and the RA is unable to see parts of the room, he or she will note that on the RCR. The ADS will not inspect the room until it is completely empty.
- ❖ You will be held responsible for damages not visible when you checked out, so please caution your roommate to do their part to leave the room in the best possible condition. Please understand that although the RA notes discrepancies, RAs do not assign charges. **The Assistant Dean of Students will make the final decision whether or not to charge for a discrepancy.**
- ❖ Security Deposit refunds will be mailed to the permanent (billing) address that the FSA has on record for your account. To ensure prompt delivery of your refund, please be sure that this address is correct. Refunds will be mailed on or about June 15<sup>th</sup>.

Student's Initials \_\_\_\_\_ Date \_\_\_\_\_