

# Housing Check-In/Check-Out Agreement

Student Name (*Print*) \_\_\_\_\_ SEU ID# \_\_\_\_\_

Building \_\_\_\_\_ Room \_\_\_\_\_

**Room Inventory:** \_\_\_ Bed \_\_\_ Mattress \_\_\_ Desk \_\_\_ Desk Chair \_\_\_ Dresser \_\_\_ Fire Extinguisher \_\_\_ Smoke Detector

**Key items to inspect:**  Windows  Blinds  Walls  Closet Doors/Tracks  Chair  Common Furniture  Shower Curtain  
 Screens  Mirrors  Doors  Bed/Mattress  Bathroom  Smoke Detector  Towel Rack

## Check In

Please describe damaged item(s) in detail. Use the back of this form if additional space is needed.

**Date** **Initials**

**Bedroom:**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

**AV/ES/DE/BH Common Space (Living/Bathroom):**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I have included any additional damage I found that was not reflected in the inspection above. I understand that after this check-in form is completed and turned in I cannot amend it as I settle into the room. Thus, I acknowledge this is a comprehensive list of damage and I and/or my roommate (and/or suitemates) are responsible for any damage that we have not included above. There are three inspections of your room: a preliminary (prior to May finals), check out (by your RA as you vacate), and a final inspection by Housing personnel after residence halls close. Between these three inspections all additional damage beyond normal wear and tear will be addressed.

Check-In Date \_\_\_\_\_

Student Signature \_\_\_\_\_ SEU Staff (*Print*) \_\_\_\_\_ Room Key Received \_\_\_\_\_

## Check Out

Please describe damaged item(s) in detail. Use the back of this form if additional space is needed.

**Date** **Initials**

**Bedroom:**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

**AV/ES/DE/BH Common Space (Living/Bathroom):**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Unless the above additional damage noted at check out is known be caused by a specific student, the roommates (suitemates in common area suites) will share the responsibility and your student account will be charged and a detailed summary of charges will be mailed to your permanent address on file with the university. Students who do not go through the check-out process (returning their key and leaving their room clean) are assessed a \$100 Improper Check-Out Fee. Damage notices are mailed to the student's address on record informing the student of any additional charges from the final inspection.

Check-Out Date \_\_\_\_\_

Student Signature \_\_\_\_\_ SEU Staff (*Print*) \_\_\_\_\_ Room Key Returned \_\_\_\_\_