

Unit Condition Inventory Form



DIVISION OF STUDENT ENGAGEMENT
LAMAR UNIVERSITY
 Department of Residence Life

Name: _____
Last First M.I.

L#: _____ Phone #: _____

Residence Hall: _____ Unit #: _____

Circle One: Room A Room B

Legend: G = Good (No discrepancies) A = Average (Minor but serviceable) P = Poor (Repairs needed) D = Damaged (Needs replacing)

	Furnishings	Price / Charge Amt.	Move-In (Completed by Resident)				Additional Comments	Move-Out (Completed by Staff Member)				Split Charges Possible	Charge Amount	(Res Life Use Only)
			G	A	P	D		G	A	P	D			
COMMON AREAS	Refrigerator	\$300.00										Y		
	Microwave	\$200.00										Y		
	Bathroom (hardware, tub/shower, etc.)	*										Y		
	Vanity (sink, counter, cabinets)	*										Y		
	Bathroom mirror	\$200.00										Y		
	Light fixtures (common area)	\$75.00										Y		
	Smoke Detector	\$200.00										Y		
	Walls (Common area)	\$50.00 per wall										Y		
	Window screen	\$50.00										Y		
	Window pane	\$250.00										Y		
	Window blinds	\$75.00										Y		
	Doors (entrance, bedroom, & bath)	\$150.00 - \$250.00										Y		
	Flooring (carpet, tile, or laminate)	\$25.00 - \$500.00										Y		
	Sofa/love seat	\$700.00										Y		
	Lounge chair	\$450.00										Y		
Coffee table/Side table	\$200.00										Y			
BEDROOM	Walls (Bedroom)	\$50.00 per wall										N		
	Mattress	\$150.00										N		
	Bed frame	\$250.00										N		
	Desk	\$300.00										N		
	Desk chair	\$175.00										N		
	Closet Mirror	\$200.00										N		
MISC.	Dresser	\$300.00										N		
	Improper Checkout (Applies when resident is not present for checkout)	\$100.00										N		
	Cleanliness (Applicable for Check-Out Only. If room is not clean at check-out a cleaning fee will be assessed.)	\$50.00 - \$300.00										Y		
* For a full list of possible charge amounts for individual items, view the reverse side of this sheet.											Total amount to be charged: (Res Life Use Only)			

Move-In

I have inspected my living unit and all preexisting damages are listed on this report. I understand that upon vacating this unit, it will be inspected by a Residence Life representative for damages and for cleanliness. I understand that I am responsible for any damages and/or cleanliness in which my unit was left as indicated on this form. **This form must be returned to building staff no later than 24 hours after your check-in time.**

Resident's Signature: _____ Date: _____ Staff's Signature: _____ Date: _____

Move-Out

Express Checkout: Yes (If Yes, staple exp c/o envelope)
 No (If No, resident signs below)

Key Returned: Yes
 No

Resident's Signature: _____ Date: _____ Staff's Printed Name: _____ Date: _____

Staff's Signature: _____

Residence Hall Damage/Replacement Charges

NOTE: Any discrepancy from check-in to check-out is subject to damage charges. Damages charges are assessed by a member of the Residence Life staff and are placed on the student's account along with a hold. All debts to the University for unpaid rent, damage fees, or fines are to be paid in full before this hold will be removed. Unpaid balances will be turned over to the Attorney General's office 60 days after the close of the semester.

<u>Description of Charge</u>	<u>Cost</u>	<u>Description of Charge</u>	<u>Cost</u>
Maintenance		General	
Wall repair (each)	\$50.00	Removal of abandoned property	\$75.00
Replacement of overhead light fixture	\$75.00	Smoke detector tampering fine	\$200.00
Replacement of overhead light cover	\$35.00	Improper room change	\$50.00
Replacement of exit light	\$125.00	Hold-over fee (per hour)	\$25.00
Replacement of window screen	\$50.00	Illegal transfer of furniture	\$50.00
Replacement of window pane	\$250.00	Lock change (keys lost/not returned)	\$200.00
Replacement of window latch	\$15.00	Improper checkout	\$100.00
Replacement of blinds	\$75.00	Replacement of	
Replacement of main door	\$250.00		
Replacement of room/bathroom door	\$150.00		
Replacement of door frame	\$150.00		
Replacement of closet shelves	\$50.00		
Replacement of closet door	\$250.00		
Refinish door	\$50.00		
Replacement of broken door key	\$50.00		
Replacement of floor tile (each)	\$25.00		
Replacement of carpet (whole unit)	\$500.00		
Replacement of towel rack	\$50.00		
Replacement of shower curtain (if applicable)	\$20.00		
Replacement of furniture drawer	\$100.00		
Replacement of mirror (closet & bathroom)	\$200.00		
Replacement of door/room number	\$50.00		
Replacement of sink	\$250.00		
Replacement of toilet	\$300.00		
Replacement of smoke detector	\$200.00		
Replacement of refrigerator	\$300.00		
Replacement of microwave	\$200.00		
Furnishings		Cleaning	
Replacement of bedframe	\$250.00	Bathroom routine cleaning	\$100.00
Replacement of mattress	\$150.00	Bathroom extensive cleaning	\$200.00
Replacement of chair	\$175.00	Bedroom routine cleaning	\$50.00
Repair and cleaning of chair upholstery	\$50.00	Bedroom extensive cleaning	\$100.00
Replacement of sofa/love seat	\$800.00	Whole unit routine cleaning	\$150.00
Replacement of coffee table	\$200.00	Whole unit extensive cleaning	\$300.00
Replacement of side table	\$200.00		
Replacement of desk	\$300.00		
Replacement of dresser	\$300.00		
Replacement of cabinet door	\$100.00		
Reinstallation of cabinet door	\$50.00		