



# St. Thomas University

## RESIDENCE LIFE

### 2018-2019 Residence Room Check Form

Name: \_\_\_\_\_ STU #: \_\_\_\_\_

**RESIDENCE:**     Holy Cross House     Harrington Hall     Rigby Hall     Vanier Hall

**TYPE OF ROOM:**     Single     Super Single     Double    **ROOM#** \_\_\_\_\_     Left Side     Right Side

Codes: Y = Okay    U = Unsatisfactory    N = Needs Repair M = Missing    C = Cleaning Required		Code	ARRIVAL CONDITION <i>briefly describe for repairs/damages</i>	Code	DEPARTURE CONDITION <i>briefly describe for repairs/damages</i>
<b>Furniture</b>	<b>Desk &amp; chair</b> List any additional furniture				
	<b>Bed Frame &amp; Mattress</b>				
	<b>Drawers (If Applicable)</b>				
	<b>Wardrobe / Closet</b>				
	<b>Shelving Units</b>				
	<b>Garbage / Recycle Bins</b>				
	<b>Phone &amp; Modem</b>				
<b>Shared Areas</b>	<b>Walls</b>				
	<b>Ceiling / Ceiling Lights</b>				
	<b>Floor (Carpet, Flooring, &amp; Baseboards)</b>				
	<b>Door(s) (Locks, Closures &amp; Stoppers)</b>				
	<b>Window(s)</b> (Glass/ Screen/ Locks/ Blinds/ Curtains)				
	<b>Phone/Modem/Cable Wall Jack</b>				
	<b>Heater / Radiator</b>				
<b>Sprinkler / Smoke Alarm</b>					
<b>Additional Notes</b>					

Codes: Y = Okay U= Unsatisfactory N = Needs Repair M = Missing C= Cleaning Required		Code	ARRIVAL CONDITION <i>briefly describe for repairs/damages</i>	Code	DEPARTURE CONDITION <i>briefly describe for repairs/damages</i>
<b>Bathroom</b>	Door / Lock				
	Floor				
	Walls / Ceiling / Light				
	Shower / Curtain / Tub / Faucet				
	Sink / Faucet / Counter				
	Mirror				
	Towel Rack				
	Toilet / Toilet Paper Holder				
Key Numbers Signed out/in		_____, _____ _____, _____		_____, _____ _____, _____	

_____ Student's Signature  _____ Residence Life Team Signature      Date student signed <b>IN</b>	_____ Student's Signature  _____ Residence Life Team Signature      Date student signed <b>OUT</b>
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**Student checked out of residence room with an RA:** Yes  No  → **forfeit \$250 damage deposit**  
**Room was fully cleaned prior to checkout?** Yes  No  → **minimum \$25.00 extra cleaning charge**  
**All residence keys were returned** Yes  No  → **\$25.00 charge per missing key**

**If checkout is prior to April, 2019 please indicate if student is:**  
 leaving residence;     leaving residence & University; or     changing residences/rooms \_\_\_\_\_

**PLEASE NOTE:**

- There is a \$25.00 charge per key for keys missing or not returned.
- There is an extra charge for rooms not fully cleaned upon checkout. Minimum charge starts at \$25.00
- **Failure to sign in or sign out will result in an automatic forfeit of the student's \$250 damage deposit.** Students must apply for their damage deposit within one year of their departure from residence.
- Students leaving residence before the end of the agreement, forfeit their \$300 residence deposit, \$65 laundry fee, and \$50 house dues.