



BAKER COLLEGE RESIDENCE LIFE CONDITION FORM

(PLEASE PRINT AND USE PEN WHEN FILLING OUT THIS FORM)

NAME _____ UIN _____

UNIT _____ BEDROOM _____

HOME ADDRESS (other than Baker College) _____

CITY, STATE, ZIP _____ PHONE _____

Residents are responsible for the conditions and contents of the unit at the time of occupancy. Please review the listed items for condition and note any discrepancies. **All residents will be accountable for cleaning, damages, and missing items not identified on this form.** All residents must complete their portion of this form and return it to their Residence Hall Coordinator within the first week of occupancy. Forms not properly completed and returned will place total responsibility for damages and missing items on the resident.

Codes: N=New G=Good P=Poor *NR=Needs Repair NA=Not Applicable

REPAIR/REPLACEMENT CHARGES – Additional charges may be applied upon final inspection

CHECK – IN			CHECK – OUT	
ITEMS (If applicable)	CODE	CONDITION NOTES	√ IF SAME	ITEMS TO REPAIR/REPLACE
Dining Room Table & Chairs				
Stove & Oven				
Refrigerator & Freezer				
Microwave				
Dishwasher				
Cabinets (Inside & Doors)				
Counter Tops				
Sinks				
Living Room Couch & Chair(s)				
Television				
Entertainment Stand				
Coffee Table & End Table(s)				
Ottoman				
Mirror(s)				
Shower Curtain, Liner & Bar				
Towel Hooks/Rack				
Toilet Paper Dispenser				
Bed Frame & Mattress				
Desk & Chair				
Dresser(s)				
Closet Shelves				
Cable Jack				
Light Fixtures				
Light Switches				
Outlets				
Carpet				
Linoleum & Tile				
Walls				
Woodwork (Trim)				
Ceiling				
Windows/Screens/Blinds				
Washer/Dryer				
Doors/Knobs/Locks				
CHECK-IN DATE:	STUDENT SIGNATURE:		CHECK-OUT DATE:	STUDENT SIGNATURE:

----- ADMINISTRATIVE USE ONLY -----

Proper Check-Out: Yes No Proper Cleaning: Yes No

AREA / ITEM	DESCRIPTION OF DAMAGES/NEEDED REPAIRS	AMOUNT
ASSESSED ROOM CLEANING/DAMAGES/CHARGES TOTAL:		\$

RESIDENCE HALL COORDINATOR SIGNATURE _____ DATE _____

Contact your Residence Hall Coordinator for any charge related questions.