

Housing at M State – Fergus Falls

Room Condition Report

Last Name: _____ First Name: _____
 Apartment _____ Student ID #: _____

The purpose of the form is to protect both the resident and M State Housing from damage charges and to provide for maintenance repairs. Please check your apartment very carefully or you will be charged for any damages to your apartment that are not listed. Failure to complete and return this form by the assigned date may result in additional charges. Please also note that all apartment residents are collectively responsible for the common areas (i.e. kitchen, living room, bathroom).

Common Areas	Check-In condition	Check-Out condition
Furniture: Couch, Table, etc.		
Kitchen: Cabinets, Sink, Counters, etc.		
Thermostat, A/C Unit & Vents		
Appliances: Microwave, Dishwasher, Oven		
Walls & Ceiling		
Front Door Lock and Knob		
Bathroom	Check-In condition	Check-Out condition
Toilet		
Sink/ Mirror/Towel Bar		
Tub/Shower		
Bedroom	Check-In condition	Check-Out condition
Chest of Drawers		
Bed		
Desk & Desk Chair		
Electric Switch and Outlets		
Light Fixtures		
Window and Window Handle		
Screen		
Walls and Ceiling		
Floor		
Closet		
Shades/Blinds		
Door Lock and Knob		
Heater/Radiator		

Check-In

Resident Signature: _____ Date: _____
 Staff Signature: _____ Date: _____

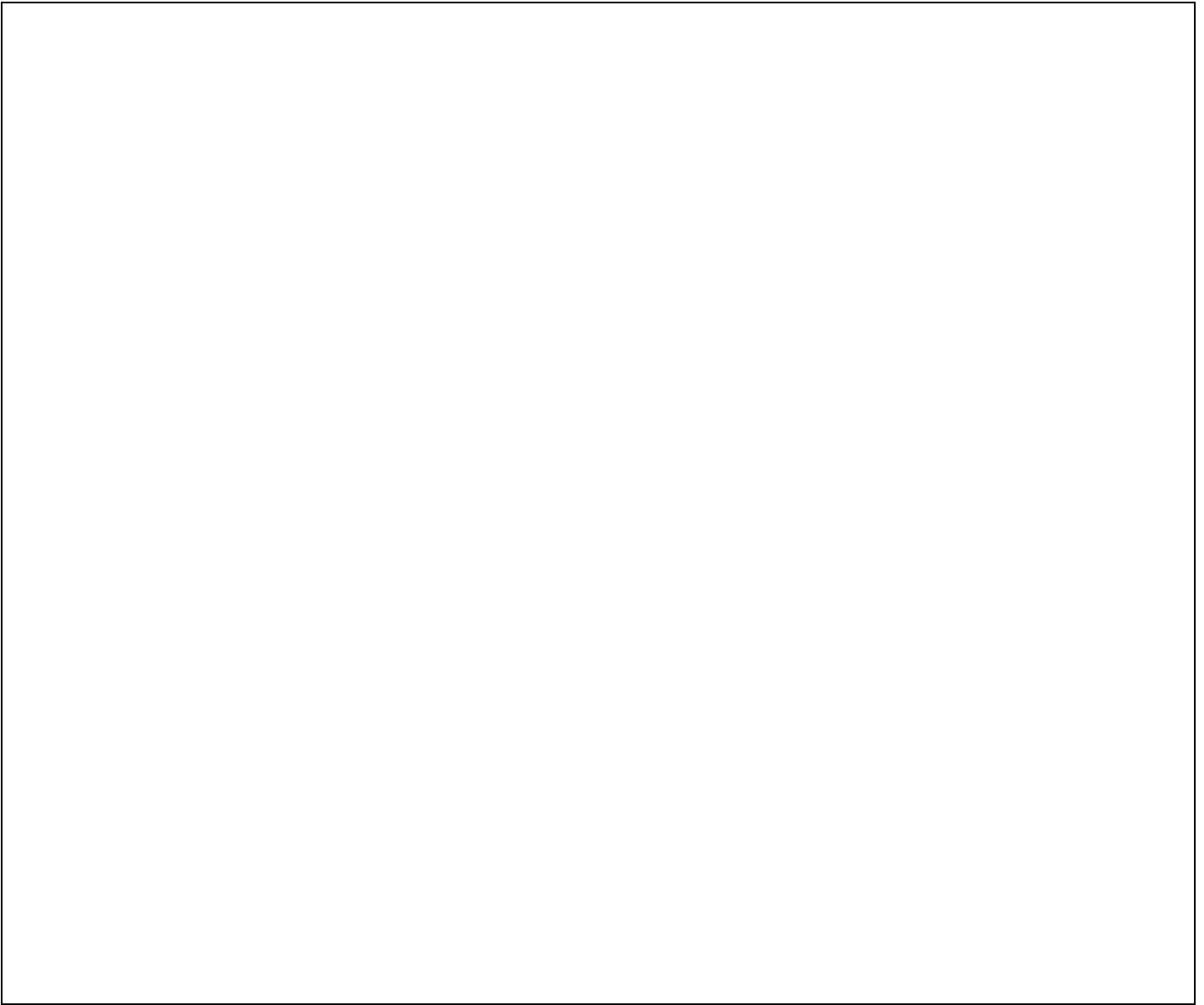
Check-Out

Resident Signature: _____ Date: _____
 Staff Signature: _____ Date: _____

Please note any specific damages on the back of this page. Please be as detailed as possible to avoid damage costs.

Failure to complete this room condition report by the deadline may result in additional damage charges.

Check in damage notes:

A large, empty rectangular box with a thin black border, intended for recording check-in damage notes. It occupies the majority of the upper half of the page.

Check out damage notes:

A large, empty rectangular box with a thin black border, intended for recording check-out damage notes. It occupies the majority of the lower half of the page.