



Southeastern
Baptist Theological Seminary

Apartment/Dorm Room

Flooring: LR – C / L
BR – C / L

New Occupant Move-In Check Sheet

THIS FORM MUST BE RETURNED TO THE HOUSING OFFICE WITHIN 5 BUSINESS DAYS.
MAILBOX KEYS (IF APPLICABLE) WILL BE ISSUED AT THAT TIME.

Step 1 – Fill Out Statement Of Apartment/Room Condition Information

This information is located on the next two pages.

Step 2 – Transfer Utilities Into Your Name

(This Does Not Apply to Dorm and Flat Rate Singles or Occupants of Bostwick)

Notice: You have five business days from the day you sign your Housing Agreement to have the utilities transferred over to your name. On the sixth business day after the Housing Agreement is signed, the utility company will take the utilities out of the Seminary's name. If the utilities are not in your name at that time, they will be cut off.

NOTE: You are responsible for utilities in your apartment from the day you move in. You may receive a pro-rated billing from the seminary for utilities.

Step 3 – Notify Facilities Management of Any Needed Repairs

If there are any repairs needed in your apartment, call Facilities Management at 919-761-2420.

Step 4 – Give Any Comments/Suggestions to Improve the Move-In Process

Statement of Apartment Condition



Southeastern
Baptist Theological Seminary

Upon move-in, students are required to certify the condition of their apartment. Any pre-existing damages are required to be noted. Upon move-out, a re-inspection will be made and any repairs beyond normal wear and tear will be charged according to the current schedule of fees.

Southeastern Seminary has a comprehensive maintenance program to ensure that our student housing is well maintained and in good working order. Students should report any maintenance problems to Facilities Management so that they can be repaired. Most repairs are due to expected wear and tear, and therefore do not result in any charges to the student. In circumstances where repairs are due to negligence or willful misconduct, charges will apply according to the following schedule of fees.

Damage & Fee Schedule		Notes
<p><u>REMOVING OF PERSONAL EFFECTS AND TRASH</u> You should find apartment empty and clean at move-in.</p> <p>When you move out, you should remove all personal effects and trash.</p>		<p>Note beside each item any pre-existing condition or damage that you do not want to be held accountable for. Be specific.</p>
Failure to remove trash.	\$ 15.00/bag	
Failure to remove furniture or other items.	\$ 25.00/item	
<p><u>CLEANING</u> You should find your apartment thoroughly cleaned at move-in. When you move out, you should thoroughly clean it.</p>		
Failure to clean apartment (base fee)	\$ 50.00	
Failure to clean stove & appliances (additional fee)	\$ 25.00/each	
Failure to clean bathrooms (additional fee)	\$ 25.00/each	
<p><u>CONDITION OF THE WALLS</u> You should find the walls in your apartment painted and free of holes at move-in.</p> <p>When you move out, you will be charged for any wall damage beyond normal wear and tear.</p>		
Repair holes under ¼ inch	No charge	
Repair holes larger than 1/4 inch but less than 1 inch	\$ 5.00/each	
Repair holes or damage larger than 1 inch	\$ 75.00/wall	
Repair wall damage due to sticker, crayons, etc.	\$ 100.00/wall	
<p>NOTE: FORM CONTINUES ON NEXT PAGE</p>		

<p><u>CONDITION OF THE FLOORING</u> You should find the flooring in your apartment in good condition at move-in.</p> <p>When you move out, you will be charged for any flooring damage beyond normal wear and tear.</p>		<p>Note beside each item any pre-existing condition or damage that you do not want to be held accountable for. Be specific.</p>
For stains that cannot be removed, damage, excessive wear and rips or tears.	Cost of replacement less depreciation	
<p><u>CONDITION OF THE HARDWARE & FIXTURES</u> You should find the hardware and fixtures in your apartment in good and usable condition at move-in.</p> <p>When you move out, you will be charged for any repairs or replacement beyond normal wear and tear.</p>		
Repair or replace door	Materials + \$ 50.00/each	
Re-key lock due to lost key	\$ 25.00/each	
Repair or replace cabinets, drawers, or doors	Materials + \$ 50.00/each	
Replace mini-blind, towel rack, shower bar, or shelf	Materials + \$ 10.00/each	
Replace window or mirror	Materials + \$ 50.00/each	
Repair or replace light fixtures	Materials + \$ 25.00/each	
Replace broken outlet or switch covers	\$ 5.00/each	
Repair or replace appliances	Appliance Cost + \$ 60.00/each	
Reattach window screen	\$ 10.00/each	
Replace window screen	\$ 25.00/each	
<p><u>CONDITION OF THE STRUCTURE</u> You should find the structure of your apartment in good condition at move-in.</p> <p>When you move out, you will be charged for any structural damage beyond normal wear and tear.</p>		
Structural repair	Materials + \$ 50.00/hr	

I certify the good condition of the items noted above unless otherwise specifically indicated in the notes section beside each item.

Occupant Signature

Date

I certify the receipt of this Statement of Apartment Condition.

Housing Staff Signature

Date

PLEASE NOTE: A MEMBER OF THE HOUSING STAFF WILL MEET WITH YOU TO REVIEW ANY ITEMS NOTED.

