LAST NAME ↑	FIRST NAME ↑	BUILDING & ROOM ↑

ROOMMATE RELEASE FORM

CLARIFIES RESPONSIBILITY FOR LOSS OR DAMAGE

WESTERN WASHINGTON UNIVERSITY

UNIVERSITY RESIDENCES • housing.wwu.edu

Instructions

Residents must leave their rooms neat, clean and properly assembled when they move out. Charges for cleaning, damage, missing items, removal of trash or abandoned property are automatically split between roommates and/or suitemates. To claim or disclaim responsibility for potential charges that would otherwise be shared, submit this completed form when you check out; responsibility must be supported by your roommates and/or suitemates. You may contact custodial staff to compare the Room Inventory Form on file with the current condition of the room and/or suite. Roommate Release Forms with contradictions may result in split charges.

Section One: To be completed by resident leaving

☐ I am not responsible for any loss or damage to the room or suite.

☐ I take full responsibility for the loss or damage described below.

Describe loss or damage here:

WWU ID ↑	SIGNATURE ↑	DATE ↑

Section Two: To be complete by remaining roommate(s) and suitemate(s)

Roommates: I agree with Section One and release the abovementioned roommate from additional loss or damage in our room.

Suitemates: I agree with Section One and release the abovementioned suitemate from additional loss or damage in the common areas of our suite/apartment.

DATE	WWU ID	PRINT NAME	SIGNATURE