

Please note the enclosed Damage and Fee Schedule.

Upon move-out, your apartment will be inspected and fees will be assessed in accordance with the enclosed schedule.

A number of people are finding themselves assessed fees for failure to clean. All apartments should be thoroughly cleaned at move-out, including the stove, refrigerator, bathrooms (including tub, sink, and toilet), and all floors. Examples include: Failure to clean stove, refrigerator, tubs, etc. - \$ 75.00 each.

If you would like information on cleaning appliances and/or bathrooms, please contact the Housing Office.

# CHECK-OUT FORM



**Southeastern**  
Baptist Theological Seminary  
Revised: August 30, 2017

Apartment/Dorm & #: \_\_\_\_\_ Date Keys Turned In: \_\_\_\_\_ Drop Box: \_\_\_\_\_

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

**Step 1** – Tell us how you want us to handle your Occupant Fee.

Check One:  Refund  Hold (I am returning to campus housing next semester)  Transfer (To Apt/Dorm \_\_\_\_\_)

**Note: Occupant Fee refunds take up to 30 days to process.**

**Step 2** – Provide your forwarding address. (NOTE: This information helps all campus offices better communicate with you and is necessary for refunding your Occupant Fee.)

**NOTE: THIS IS ESSENTIAL SO WE KNOW WHERE TO REFUND YOUR OCCUPANT FEE.**

<b>Residential Address: "Where You Will Live"</b>
Residential Street Line 1:
Residential Street Line 2:
City, State, Zip:
Residential Home Phone:
Personal Cell Phone:
Personal Email Address:
<b>Contact Me Address: "Where You Will Get Mail"</b>
<b>CHECK ONE:</b> <input type="checkbox"/> Use My Residential Address <input type="checkbox"/> Use Business/Church Address <input type="checkbox"/> Use Address Below
Address Line 1:
Address Line 2:
City, State, Zip:
<b>Business/Church Address: "Where You Are Serving"</b>
<b>CHECK ONE:</b> <input type="checkbox"/> None <input type="checkbox"/> Use Residential Address <input type="checkbox"/> Use Address Below
Company/Church Name:
Position/Title:
Business Address Line 1:
Business Address Line 2:
City, State, Zip:
Business Phone:
Business/Church Email Address:
At which e-mail address would you prefer to receive SEBTS communications:
<input type="checkbox"/> Personal e-mail address <input type="checkbox"/> Business/Church email address <input type="checkbox"/> Other e-mail address _____
If we need to contact you by phone, we should:
Use This Number First: _____ Use This Number Second: _____

**Step 3** – Fill Out Change of Address Forms with U.S. Post Office ([www.usps.gov](http://www.usps.gov))

Note: Goldston, Bostwick and Lolley Residents must notify the Mailroom in Ledford Center of address change.

**Step 4** – If utilities are in your name, notify companies that you are moving and the date to take the utilities out of your name.

It is highly recommended that you follow up with the utility companies to make sure it was done.

**Step 5** – Move everything out and clean your apartment. Failure to do so will result in significant fines (see attached schedule for fines).

**Step 6** – Singles Only – must have their roommates and House Leader (if applicable) sign the singles section below.

**Step 7** – Place Check Out Forms and all Apartment Keys and, if applicable, Mail Keys or Dorm Access Tag in an envelope and turn in to Housing Office (Or After Hours Drop Box if Housing Office is closed).

**NOTE: RENT CHARGES WILL CONTINUE TO ACCRUE UNTIL ALL KEYS AND THESE FORMS ARE RECEIVED.**

**FOR SINGLES ONLY – BELOW THIS LINE**

**Roommate Releases - Must Be Signed By All Roommates and House Leader (if applicable)**

- The above student has moved all of their personal effects, fulfilled their responsibility for cleaning, and has not damaged the apartment/dorm.
- By signing below, we certify the above statements are true and we assume full responsibility for the cleanliness and condition of our apartment/dorm.

**NOTE: If you cannot sign because the above student has failed to meet one of the obligations above, please explain in detail on the back of this sheet and sign.**

Name of Roommates and House Leader (If applicable)	Signature of Roommates and House Leader (If applicable)

	Date Form Received
	Apt. Keys Received
	Mail Keys Received
	Access Tag Received
	RMS Move Out Date
	Adjustment Amount
	Check out of RMS
	Close Apt. in RMS

	Remove Pet Info
	Address Change
	Pull Move Out Notice
	File To Archive
	Deactivate Access Tag
	Notify Doug
	Remove Ins. in RMS
	Occupant Fee Processed

Apartment Type: BR: 1 2 3 4 L/S D/U
Prep Work Order #
Prep Date
Damages – Yes No
Damage Amount: \$
Description:

## Damage and Fee Schedule

Upon move-in, the occupant was required to certify the condition of the apartment. Any pre-existing damages were to be noted. A copy of the occupant's certification is on file and available at the Housing Office. Upon move-out, a re-inspection will be made based on the move-in certification and any repairs beyond normal wear and tear will be charged according to the following schedule of fees. **PLEASE SEE BOTTOM OF FORM FOR OPT-OUT OPTION ON CLEANING APPLIANCES AND TUBS.**

<b>REMOVING OF PERSONAL EFFECTS AND TRASH</b>	
<b>Upon move-in, the apartment was empty and clean. Upon move out, the occupant is responsible for removing all personal effects and trash.</b>	
Failure to remove trash.	\$ 15.00/bag
Failure to remove furniture or other items.	\$ 25.00/item
<b>CLEANING</b>	
<b>Upon move-in, the apartment was thoroughly cleaned. Upon move-out, the occupant is responsible for having the apartment thoroughly cleaned.</b>	
Failure to clean apartment (May include but not limited to: dusting base boards and window seals, vacuuming, mopping, etc. (base fee)	\$ 50.00
Failure to clean stove (including oven), refrigerator & appliances (additional fee)	\$ 75.00/each
Failure to clean bathrooms (tubs, toilets) (additional fee)	\$ 75.00/each
<b>CONDITION OF THE WALLS</b>	
<b>Upon move-in, the walls in the apartment were painted and free of holes. Upon move-out, the occupant will be charged for any wall damage beyond normal wear and tear.</b>	
Repair holes under ¼ inch	No charge
Repair holes larger than ¼ inch but less than 1 inch	\$ 5.00/each
Repair holes or damage larger than 1 inch	\$ 25.00/wall
Repair wall damage due to stickers, crayons, etc.	\$ 100.00/wall
<b>CONDITION OF THE FLOORING</b>	
<b>Upon move-in, the flooring in the apartment was in good condition. Upon move out, the occupant will be charged for any flooring damage beyond normal wear and tear. Note: It is not necessary to have the carpets steam cleaned before move-out – however all floors must be thoroughly vacuumed.</b>	
For stains that cannot be removed, damage, excessive wear and rips or tears.	Cost of replacement less depreciation
<b>CONDITION OF THE HARDWARE &amp; FIXTURES</b>	
<b>Upon move-in, the hardware and fixtures in the apartment were in good and usable condition. Upon move-out, the occupant will be charged for any repairs or replacement beyond normal wear and tear.</b>	
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 curtain rod, 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
<b>CONDITION OF THE STRUCTURE</b>	
<b>Upon move-in, the structure was in good condition. Upon move-out, the occupant will be charged for any structural damage beyond normal wear and tear.</b>	
Structural repair	Materials + \$ 50.00/hr

Since most charges at move-out consist of failure to clean bathtubs, showers, ovens, and refrigerators according to SEBTS standards, occupants have the choice to thoroughly clean the entire apartment or opt out of cleaning the bathtubs, showers, refrigerators, and ovens for a fee of \$100.00. Occupants are still responsible for the other following cleaning items on this schedule. Note: Failure to properly clean the opt-out items could potentially result in fees up to \$300.00, not including any other additional charges. Please sign and date below if choosing to opt-out of the above mentioned items.

**BY SIGNING BELOW YOU AGREE TO THE \$100.00 OPT OUT CHARGE.**

**Opt-Out Signature of Occupant:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Apt:** \_\_\_\_\_  
*Inspection to be completed by Facilities Management*

Inspected By: \_\_\_\_\_ Date Returned: \_\_\_\_\_ Total Charges: \$ \_\_\_\_\_

# Housing Exit Survey



## Residence Information (Please completely fill in the appropriate circle. This form will be read electronically.)

Marital Status:

Date: \_\_\_\_\_

- Single
  Married

Time in Residence:

- Less than one month
  Three to six months
  One to three years  
 One to three months
  Six months to a year
  Over three years

Residence (Check Only One):

- Bostwick Hall
  Judson Drive
  Shaw House  
 Flaherty Farms
  Lolley Hall
  Stadium Drive  
 Fletcher Village
  McDowell Drive
  West Oak Avenue  
 Goldston Hall
  Rice Circle
  West Pine Avenue

## Tenant Evaluation (Please include any comments on the back. This form will be read electronically)

Please indicate your agreement with the following statements:					Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
<b>SERVICE FROM HOUSING OFFICE</b>									
You got the housing location requested.					(1)	(2)	(3)	(4)	(5)
The housing office staff is courteous and professional.					(1)	(2)	(3)	(4)	(5)
Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Please indicate your agreement with the following statements:				
(1)	(2)	(3)	(4)	(5)	<b>SERVICE FROM MAINTENANCE</b>				
(1)	(2)	(3)	(4)	(5)	Maintenance requests were addressed in a timely manner.				
(1)	(2)	(3)	(4)	(5)	The maintenance technicians were courteous.				
(1)	(2)	(3)	(4)	(5)	Housing maintenance service was excellent.				
Please indicate your agreement with the following statements:					Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
<b>HOUSING FACILITIES</b>									
Campus housing is well maintained.					(1)	(2)	(3)	(4)	(5)
You were well accommodated in your apartment.					(1)	(2)	(3)	(4)	(5)
The apartment was well kept when you moved in.					(1)	(2)	(3)	(4)	(5)
Parking in the housing area is satisfactory.					(1)	(2)	(3)	(4)	(5)
The playground facilities were acceptable.					(1)	(2)	(3)	(4)	(5)
Landscaping of housing facilities is acceptable.					(1)	(2)	(3)	(4)	(5)
The housing area is safe.					(1)	(2)	(3)	(4)	(5)
Campus housing met your needs.					(1)	(2)	(3)	(4)	(5)

Reason for moving (Mark all that apply):

- Graduating
  Changing apartments
  Cost  
 Leaving School
  Vocational requirement
  Buying a house  
 Dissatisfied w/ housing
  Desire a pet
  Other

Please indicate the distance you are moving from the seminary:

- Less than 15 miles
  15 miles or greater
  Staying in campus housing