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

Apartment/Dorm #: ________________ Date Keys Turned In: ________________

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. (This information helps all campus offices better communicate with you.)

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

Forwarding Address:
Residential Street Line 1:
Residential Street Line 2:
City, State, Zip:
Phone:
Email Address (NOT @sebts.edu):

Step 3 – Fill out change of address forms with U.S. Post Office (www.usps.gov)

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 your roommates and House Leader (if applicable) sign the singles section below.

Step 7 – Place Check Out Forms, 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 that 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)

This Section Office Use Only

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

Drop Box Remove Pet Info Address Change Pull Move Out Notice File To Archive Deactivate Access Tag Notify Doug

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

Northeastern Baptist Theological Seminary
Revised: August 30, 2017
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.

### REMOVING OF PERSONAL EFFECTS AND TRASH

Upon move-in, the apartment was empty and clean. Upon move-out, the occupant is responsible for removing all personal effects and trash.

- Failure to remove trash: $15.00/bag
- Failure to remove furniture or other items: $25.00/item

### CLEANING

Upon move-in, the apartment was thoroughly cleaned. Upon move-out, the occupant is responsible for having the apartment thoroughly cleaned.

- Failure to clean apartment (May include but not limited to: dusting baseboards 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

### CONDITION OF THE WALLS

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.

- 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

### CONDITION OF THE FLOORING

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.

- For stains that cannot be removed, damage, excessive wear and rips or tears: Cost of replacement less depreciation

### CONDITION OF THE HARDWARE & FIXTURES

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.

- 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

### CONDITION OF THE STRUCTURE

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.

- 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 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:**
- Single
- Married

**Date:** __________________

**Time in Residence:**
- Less than one month
- One to three months
- Three to six months
- Six months to a year
- One to three years
- Over three years

**Residence (Check Only One):**
- Bostwick Hall
- Flaherty Farms
- Fletcher Village
- Goldston Hall
- Judson Drive
- Lolley Hall
- McDowell Drive
- Rice Circle
- Shaw House
- Stadium Drive
- West Oak Avenue
- West Pine Avenue

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

### SERVICE FROM HOUSING OFFICE

<table>
<thead>
<tr>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Neutral</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

You got the housing location requested.

The housing office staff is courteous and professional.

### SERVICE FROM MAINTENANCE

<table>
<thead>
<tr>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Neutral</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
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<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Maintenance requests were addressed in a timely manner.

The maintenance technicians were courteous.

Housing maintenance service was excellent.

### HOUSING FACILITIES

<table>
<thead>
<tr>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Neutral</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
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<td>5</td>
</tr>
</tbody>
</table>

Campus housing is well maintained.

You were well accommodated in your apartment.

The apartment was well kept when you moved in.

Parking in the housing area is satisfactory.

The playground facilities were acceptable.

Landscaping of housing facilities is acceptable.

The housing area is safe.

Campus housing met your needs.

### Reason for moving (Mark all that apply):
- Graduating
- Leaving School
- Dissatisfied w/ housing
- Changing apartments
- Vocational requirement
- Desire a pet
- Cost
- Buying a house
- Other

### Please indicate the distance you are moving from the seminary:
- Less than 15 miles
- 15 miles or greater
- Staying in campus housing