
New Occupant Move-in Check Sheet

Southeastern Baptist Theological Seminary



THIS FORM MUST BE RETURNED TO THE HOUSING OFFICE WITHIN 5 BUSINESS DAYS.

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 move in to have the utilities transferred over to your name. On the sixth business day after you move in, 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 shut 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

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
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.		Note if any personal effects or trash were found. Be specific.
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. 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. The opt out fee will be deducted from the student's occupant fee. 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.		Note any items that were not thoroughly cleaned. Be specific.
Failure to clean apartment (base fee)	\$ 50.00	
Failure to clean stove & appliances (additional fee)	\$ 75.00/each	
Failure to clean bathrooms (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.		Note any pre-existing wall condition or damage. Be specific.
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 sticker, crayons, etc.	\$ 100.00/wall	
CONDITION OF THE FLOORING		Note pre-existing floor damage. Be specific.

<p>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.</p> <p>When you move out, you will be charged for any flooring damage beyond normal wear and tear.</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> 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.</p>		Note pre-existing hardware & fixture damage. Be specific.
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> 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.</p>		Note pre-existing hardware & fixture damage. Be specific.
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.