

Check-Out Packet
Campus Housing
Southeastern Baptist Theological Seminary



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.

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Apt./Res. Hall Assign.: _____ Date Keys Turned In: _____

Name: _____ Student ID: _____

Step 1 – Choose how we should handle your Occupant Fee.

Check One: Refund Hold (I am returning to campus housing next semester) Transfer (To Apt./Res. Hall _____)

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 a Change of Address form with U.S. Postal Service (usps.com).

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 this 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 – roommates and House Leader (if applicable) must sign the singles section below.

Step 7 – Place Check-Out Packet, apartment keys, mail keys, and dorm access tag (if applicable) in an envelope and turn in to the Housing Office (or After-Hours Drop Box if Housing Office is closed).

NOTE: RENT CHARGES WILL CONTINUE TO ACCRUE UNTIL PACKS AND ALL KEYS ARE RECEIVED.

FOR SINGLES ONLY

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/residence hall.
- By signing below, we certify that the above statements are true and we assume full responsibility for the cleanliness and condition of our apartment/residence hall.

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	
Notify Director	
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. Upon move-out, a reinspection 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.

NOTE: PLEASE SEE BOTTOM OF PAGE 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 base boards and window seals, vacuuming, mopping, etc. (base fee)	\$ 50.00
Failure to clean stove (including oven), refrigerator, and 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.	
Replacement due to unremovable stains, damage, excessive wear, and rips or tears	Cost of replacement, minus 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/GROUNDS	
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
Vehicle over curb/on grass	\$ 50.00

Since most charges at move-out consist of failure to clean the bathtub, shower, oven, and refrigerator according to SEBTS standards, occupants have an opt-out choice. An occupant can thoroughly clean the entire apartment or opt out of cleaning the bathtub, shower, oven, and refrigerator for a fee of \$100.00. Occupants are still responsible for the other cleaning items on this schedule.

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 Division

Inspected By: _____ **Date Returned:** _____ **Total Charges:** \$ _____