

Lawrence University Housing Inventory

Student Name: _____ Building: _____ Room #: _____

I have received and accept responsibility for the following keys as indicated and agree to return them upon check-out of my room. I understand there will be charges for lost/missing keys, late return of keys, lock re-core (when required) and applicable processing fees: \$50 per key (\$25 bike room key) without necessary re-core, \$75 per lock for re-core and new key(s). I agree to use keys responsibly and will not duplicate them or loan them to others. I understand that loaning my ID card to gain access to buildings is also prohibited.

I understand that misuse of keys or access privileges may result in judicial action.

Check in items issued:
 Front door key (houses) Room Key Bike Room Key Other:

Student Name : _____ Staff Name: _____
 Date: _____ Date: _____

This room inventory form ensures that you are not charged for damages or missing property in your room upon check-in. You will be held responsible for any damages or missing property upon check-out.

Q= Quantity N= New or Excellent F=Fine P=Poor

ITEM <small>(replacement cost)</small>	Q	N/F/P	Check-In Comments	Q	N/F/P	Check-Out Comments
Bed Frame (\$435)						
Bed Mattress (\$144)						
Desk (\$300)						
Desk Organizer (\$258)						
Desk Chair (\$237)						
Bookcase (\$191)						
Dresser (\$453)						
Wardrobe (\$618)						
Window (\$70-145)	-			-		
Screens (\$50)						
Drapes/Blinds (\$50)	-			-		
Data Jack	-			-		
Smoke Detector (\$30+)						
Waste basket (\$10)						
Towel Racks (\$15-45)						
Mirror (\$25-55)						
Ceiling/Lights (\$25-40)	-			-		
Walls (\$60-100)	-			-		
Floor/Carpet	-			-		
Door (\$60-225)	-			-		

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<u>SUITE/QUAD/TRIPLE/HIETT/EXEC HOUSES/EXTRA</u>						
ITEM (replacement cost)	Q	N/F/P	Check-In Comments	Q	N/F/P	Check-Out Comments
Lamps (\$50-165)						
Track Lighting (\$25-40)	-			-		
Heater/Knob (\$30)	-			-		
Air-Conditioner	-			-		
Sofa (\$1,828)						
Lounge Chair (\$1,025)						
End Table (\$263)						
Coffee Table (\$361)						
Sink/Vanity (\$258)	-			-		
Bathroom Shower	-			-		
Bathroom Toilet	-			-		
Other:						

****Replacement costs are typical charges, but may vary based on severity of damage and additional fees not included above****

Check-In	
Student Name:	Staff Name:
Date:	Date:
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Check-Out	
Express Checkout: <input type="checkbox"/> Yes (if yes, no student name is required)	
<input type="checkbox"/> No (if no, student must sign document)	
Key(s) Returned: <input type="checkbox"/> Front Door Key <input type="checkbox"/> Room Key <input type="checkbox"/> Bike Room Key	
<input type="checkbox"/> Other: <input type="checkbox"/> Missing Key (\$75 Charge)	
Student Name:	Staff Name:
Date:	Date: