

APT # _____

WARREN COLLEGE APARTMENTS SHARED RESPONSIBILITY FORM

This form will help you as a group decide "who is responsible for what" in terms of damages incurred and/or cleaning required for check out. If this form is completed, we will know whom to charge if the apartment is left dirty or damaged. If it is not filled out and signed by **all residents** the cost of any cleaning/damage to your apartment will be divided evenly among all the residents of the apartment. Write the name of the person responsible beside each area:

BATHROOMS:

sweep/mop floor _____
shower curtain _____
shower/tub _____
sink, counter & mirror - left _____
sink, counter & mirror - right _____
toilet _____
other _____

KITCHEN:

counters & sink _____
floor - sweep/mop _____
fridge/freezer _____
oven (inside) _____
stove top _____
trash can (clean) _____
other _____

LIVING ROOM:

carpet/vacuum _____
drapes/screens _____
walls/doors _____
other _____

OTHER (As necessary):

trash removal _____
vacuum rt bdrm _____
vacuum left bdrm _____
other: _____

MISCELLANEOUS DAMAGES: If there are any particular damages (e.g., holes in walls, damage to smoke detectors, stains) that have been caused by certain individuals in your apartment, please fill out this section. List damage, location and person responsible:

<u>Damage/location</u>	<u>Who's Responsible</u>	<u>Signature/Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

RESIDENT NAMES

BEDROOM
(please circle one)

SIGNATURE & DATE

_____	1 / 2	_____
_____	1 / 2	_____
_____	1 / 2	_____
_____	1 / 2	_____
_____	1 / 2	_____
_____	1 / 2	_____

(1= right bedroom; 2 = left bedroom)

ALL ROOMMATES MUST SIGN THIS FORM IN ORDER TO BE VALID