

BUILDING: _____
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 how 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(s) responsible for cleaning beside each area:

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

KITCHEN:
counters & sink _____
floor - sweep/mop _____
refrigerator/freezer _____
oven _____
stove _____
trash removal _____

LIVING ROOM:
carpet/vacuum _____
trash removal _____
storage trash removal _____

OTHER (As necessary):
balcony sweep/trash removal _____
other: _____

Note: All will be responsible for vacuuming and trash removal in personal bedrooms, unless otherwise noted.

MISCELLANEOUS DAMAGES: If you are taking responsibility for any damage in your apartment (i.e., holes in walls, damage to smoke detectors, stains, etc.) please list it here. Describe the damage, location and your information if you are taking responsibility for the damage:

<u>Damage & Location</u>	<u>Print Name</u>	<u>PID</u>	<u>Signature/Date</u>
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<u>BEDROOM #</u>	<u>PRINT NAME</u>	<u>SIGNATURE & DATE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ALL ROOMMATES MUST SIGN THIS FORM, IN ORDER TO BE VALID