

## LINCOLN UNIVERSITY Room Condition Report (RCR)

Student Name: (please print) _____			
Home Address: _____		(City) _____	(State) _____ (Zip) _____
Home Phone #: _____		Cell Phone #: _____	
Student I.D. #: _____		E-mail address: _____	
Car on campus Yes _____ No _____		Car License # _____	
Room # _____	Semesters: FALL: _____	SPRING: _____	SUMMER: _____
Please circle one - Hall: Anthony Bennett Dawson Martin Perry Sherman Tull			

**Staff: Please circle the letter below in the condition they are stated to be in when you sign this report**

**E= Excellent (New, freshly painted, upholstered, mint condition)**

**G = Good (Minor imperfections, scratches, fair condition)**

**P = Poor (In need of repair, replacement, reupholster or repainting)**

**M = Missing (Items not present but should be)**

Item	Check In		Comment (If damaged, please describe)	Check out
	Check In	Check Out		
Ceiling	E G P M	G P M		
Floor	E G P M	G P M		
Light Fixtures	E G P M	G P M		
Smoke Detector(s)	E G P M	G P M		
Walls	E G P M	G P M		
Bed Frame	E G P M	G P M		
Mattress	E G P M	G P M		
Box Spring (f app)	E G P M	G P M		
Dresser	E G P M	G P M		
Mirror	E G P M	G P M		
Desk	E G P M	G P M		
Desk Chair	E G P M	G P M		
Closet / Wardrobe	E G P M	G P M		
Blinds	E G P M	G P M		
Screens	E G P M	G P M		
Window	E G P M	G P M		
Door	E G P M	G P M		
Locks	E G P M	G P M		
Shower Curtain	E G P M	G P M		
Towel Bar(s)	E G P M	G P M		
Toilet	E G P M	G P M		
Shower/Tub	E G P M	G P M		
Cable Jack	E G P M	G P M		
Room Key				
Entrance Key				
Mail Key				
Other Key				

**My signature below indicates that I understand and accept these conditions and responsibilities. No student signature at check out indicates that I was not present for checkout. If not using Fast Track, this means I will be fined \$150.00 for improper check out.**

**Check In:** Student: \_\_\_\_\_ Date: \_\_\_\_\_

Residence Life Staff: \_\_\_\_\_ Date: \_\_\_\_\_

**Check Out:** Student: \_\_\_\_\_ Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

Residence Life Staff: \_\_\_\_\_ Date: \_\_\_\_\_