

Room Condition Form Terms and Conditions

Purpose: The Room Condition Form (RCF) is a record of the physical and cosmetic conditions of your space. As a resident, you are required to complete an inspection of your assigned space within 48 hours of checking in. Please read the following details of the inspection and billing process.

The Check-in Process: You must inspect your assigned space and fill out the RCF within 48 hours of moving into your assignment. Failure to complete the RCF process will result in your acceptance of the assigned space as is and the inability to appeal any damages assessed. For each item, select OK or Not OK. If you select Not OK, you must list the concern. You CANNOT proceed on the form without providing some details about your concern. Once you complete the RCF, you will be required to submit it. Residential Life Facilities Operations retains the right to inspect any space within 3 business days after submission of your RCF. After you submit the form, you will have the option of reporting items in need of repair by completing an i-Service request.

The Check-out Process: You must return your assigned space to its move-in condition as noted on the RCF. The space(s) must be free of trash and personal belongings, surfaces wiped clean, and floor swept or carpet vacuumed. A Residential Life Facilities Operations staff member will conduct an inspection after you have checked out of your assignment. Your initial RCF is compared with the Facilities Operations staff member's findings.

Billing: Damage to furnishings, fixtures or surfaces of the room that are not the result of normal wear-and-tear and not noted on the RCF are charged to the resident or residents of the room. Charges associated with found damages or deficiencies are on the Residential Life website. Cleaning services needed to restore a space to its move-in condition will be billed to resident or residents.

Assignment of Charges: Residents are responsible for claiming, in writing, any damage they may have caused to a room in advance of checking out. Unless specific arrangements are made in advance with your respective Service Desk, all charges are divided equally among residents of the assigned space.

Notification of Billing and Appeals: If you are billed as the result of the RCF, a copy of the form and the bill will be mailed to your permanent address within 60 days of the University close date for the summer break period. You have an opportunity to appeal. All Appeals must be submitted by the student in writing to Residential Life Facilities Operations, 105 Berkshire Hall, 121 County Circle, Amherst, MA 01003 within 30 days of the date on the bill. The following information must be included:

- Student's full name
- Student's ID number
- Residence hall name and room number
- Reasons, justifications, explanations or documentation as to why you believe the charge is inaccurate or unjustified

Do not solely object to the charge(s); support your appeal.