

## How to Complete a Room/Apartment Condition Report (R/ACR)

It is important that you carefully look at each area of your room and record the condition of every item at the time that you move in. This document is what is used at the end of the year to assess what new damages and repairs need to be made. To assist you with this process, use this information for what to look for and how to describe things on your R/ACR.

To start the process make sure the top left hand corner of the sheet is filled out correctly with your apartment/suite/room number, key codes, name, Identification Number and Phone Number. Once you get to your space, start reviewing each item on the sheet. Ensure that you are legibly writing descriptions of conditions and pressing firmly so it will be transferred to the sheets below. As you are checking everything, open and close drawers, doors, cabinets and windows and indicate anything that may also be wrong with their working condition or if there is something damaged on the inside. When writing about damage, describe where it is located, how big is it, any distinct color, or other distinguishing characteristics. Also count marks that are similar on a given item of the report, (ex. North Wall, 6-one inch sized paint chips across top).

The rating scale on the right side of each item includes: N/A, poor, average, and good. The only time that we will use “not applicable” is when a piece of furniture or other item is not present in the room. If something is in poor condition, we may need to replace or repair that item. We would rate something as poor if it is aesthetically unappealing and not functional. Please talk to your Resident Assistant (RA) if you feel that something within your living unit would be rated as poor. An average rating means that there is some wear and tear, but the item is still usable. When we rate an item as good, that means the item is in near perfect condition. Please circle the appropriate letter to indicate what condition each item is in.

After everything on the form is filled out, make sure you sign and date the agreement on the first set of signature lines. Be sure to talk with your roommate about things you each found and see if there is anything that may have been missed. After that, the form is ready to be turned into your RA. This needs to be done within 48 hours of your check-in.

### Things to look for:

**Scratches:** Scratches are caused by something moving over the surface and removing a small part of the surface finish.

**Dent:** Dents look like something pushed into the surface.

**Gouge/Chip:** These marks are similar to scratches but instead have removed more material than just the finish.

**Scuff:** These marks are generally the result of something that has been dragged on a wall or floor surface. It is important to indicate the color and size as there can be a variety.

**Pin/nail/screw holes:** Make sure you look at walls, doors, furniture, and closets closely to see if there are holes of any size that should not be there.

**Paint chips:** This is an area where paint was removed when taking something sticky down. They come in a variety of shapes and sizes so make sure to describe them.

**Adhesive:** These are areas where tape, poster putty, or other sticky substances are adhered to the surface but didn't come cleanly off the surface. Ways to spot these are discoloration, a change in surface sheen, or texture.

**Water Damage:** Water damage can be seen in a variety of ways, paint or finish coming up or bubbling, discoloration cracks in wood, or drip marks. Ensure that you look in cabinets, around tubs, and by windows for this.

**Holes:** This can be used to describe areas missing in a variety of things like mattresses, walls, doors and window screens.

**Something does not work:** Make sure things open and close and lights turn on and off. If anything does not work, make a note on your RCR/ACR and ask an RA to put in a work order to have it fixed.

**Cracks:** These are spaces in something where a solid is splitting in some way. This can be things like windows, cabinets, walls, and furniture.

**Discoloration:** This is indicated by a change in color/pattern on some surface.

**Stains:** Look for discoloration on soft surfaces like carpets, mattresses, and chair seats.

**Finish Removed:** This often happens on furniture or cabinets where something sticky had been sitting on a surface and pulled away some of the varnish or laminate.

**Burns:** Look for things like chair seats and carpet that have been melted or have char marks.

**Extras:** Are there things in the room like extra hooks, mirrors, etc. that were added by a previous occupant?