

**Theta Chi Realty Corporation**

**MOVE IN/OUT CHECK LIST & PERSONAL ROOM RULES**

**Room Condition & Content Check Out Checklist**

**Room Number:** \_\_\_\_\_

**Member Name:** \_\_\_\_\_

1 Bunk \_\_\_\_\_

2 Built in Closets \_\_\_\_\_

1 Curtain(s) \_\_\_\_\_

1 Curtain Rod hung over the window \_\_\_\_\_

1 Smoke Detector \_\_\_\_\_

1 Smoke Detector Warning Sign decal by light Switch \_\_\_\_\_

1 Vent Cover \_\_\_\_\_

1 Light Fixture and Lens \_\_\_\_\_

All Outlet Wall Plates \_\_\_\_\_

All Light Switch Plates \_\_\_\_\_

1 Crank, 1 Screen \_\_\_\_\_

Key Turned In \_\_\_\_\_

Card Turned In \_\_\_\_\_

**Please sign below acknowledging you have read the Personal Room Rules.**

**Member (Signed):** \_\_\_\_\_ **Date:** \_\_\_\_\_

Printed: X \_\_\_\_\_

**Realty Corp Representative (Signed):** \_\_\_\_\_

Printed: X \_\_\_\_\_

### Personal Room Rules

1. NO SMOKING in room and subject to \$1,000 per occurrence fine for smoking and \$1,000 for tampering with the hard-wired smoke detector and subject to expulsion from the Chapter House. In the event the fire department is dispatched for multiple false alarms then the Chapter Members will be responsible for all fines. As an example, multiple false alarms could be \$3,100.
2. Your rooms are provided with a loft or bunk, one wardrobe per person, curtains, and a coat rack behind the door. Only freestanding furnishings are permitted. Attaching anything to the walls, ceiling or flooring is not permitted. Altering the lofts, bunks, or wardrobes is not permitted.
3. If you want to put posters or other items on the walls, do not use tape, nails or other items that will damage the walls, ceiling or flooring (absolutely no duct tape to be used anywhere at any time).
4. Area rugs are permitted. No carpet tacks, gluing anything to the floor or replacing the flooring is not permitted.
5. Attaching anything to the ceiling or painting any walls or ceiling is not permitted.
6. Your room door, lock, key and key fob are your responsibility and need to be in good working order when you check out.
7. You will be signing a check in and check out sheet to document your room condition (which may be done electronically). **Failure to do so may result in the forfeiting of your room deposit.**
8. You are responsible for the condition of your room to look and be in the same condition as when you move in. Any alterations and/or damages will be charged from your room deposit.

If you have any questions, please ask the House Director before taking any action to alter your room. Failure to do this may result in charges to your deposit.