

## Contract Agreement

Sheet # \_\_\_\_ of \_\_\_\_

Hall \_\_\_\_\_

Room # \_\_\_\_\_

Contract Holder: \_\_\_\_\_

Assigned Room Number: \_\_\_\_\_

Exterior Key Number: \_\_\_\_\_

Interior Key Number: \_\_\_\_\_

Move-In Date: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Move-In Signature: \_\_\_\_\_

By signing this form you are agreeing to the following:

1. I will report the loss of keys to the Residence Life Office immediately upon losing them.
2. I will not duplicate any Residence Life issued key.
3. I will not transfer this key to another person.
4. I will be charged for any keys lost or not returned to Residence Life.
5. All Augsburg College furnishings are to remain in the unit.
6. I know I have 10 days to complete the Room Condition Report (RCR) and return it to the Residence Life Office. After said date, RCR of campus unit is final or if the RCR is not returned, the unit is assumed to be in perfect condition.
7. I am responsible for any changes in the condition of the space as described on the RCR and will be charged accordingly.
8. As specified in my housing contract, I am responsible for damage costs to common areas in my residence hall.
9. I am responsible for damage costs to common areas in my campus space.
10. I accept this space and the responsibility of maintaining it in the condition described on the RCR.

Contract Holder: \_\_\_\_\_

Assigned Room Number: \_\_\_\_\_

Exterior Key Number: \_\_\_\_\_

Interior Key Number: \_\_\_\_\_

Move-In Date: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Move-In Signature: \_\_\_\_\_

Contract Holder: \_\_\_\_\_

Assigned Room Number: \_\_\_\_\_

Exterior Key Number: \_\_\_\_\_

Interior Key Number: \_\_\_\_\_

Move-In Date: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Move-In Signature: \_\_\_\_\_

Contract Holder: \_\_\_\_\_

Assigned Room Number: \_\_\_\_\_

Exterior Key Number: \_\_\_\_\_

Interior Key Number: \_\_\_\_\_

Move-In Date: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Move-In Signature: \_\_\_\_\_

Contract Holder: \_\_\_\_\_

Assigned Room Number: \_\_\_\_\_

Exterior Key Number: \_\_\_\_\_

Interior Key Number: \_\_\_\_\_

Move-In Date: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Move-In Signature: \_\_\_\_\_

Contract Holder: \_\_\_\_\_

Assigned Room Number: \_\_\_\_\_

Exterior Key Number: \_\_\_\_\_

Interior Key Number: \_\_\_\_\_

Move-In Date: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Move-In Signature: \_\_\_\_\_