



Cleaning & Damage Responsibility: Apartments/ CVC

Instructions: Save yourself from dispute and unnecessary damage fees. Discuss damage/cleaning in your assigned space. Write in the box below who is responsible. **ALL residents assigned to the room, suite or apartment must sign below for this document to be valid.** Return this completed form to your RA prior to the first person checking out. If no form is received, signatures are missing or the form is improperly filled out, charges will be divided amongst **ALL** residents of the unit. It is suggested to decide who will clean what so you don't have to clean it twice – if it is cleaned by the person responsible, then dirtied again, the last person to check out may be held responsible for cleaning charges. **If anyone is planning to stay over summer, please indicate that in the bottom portion of the form.**

<u>Cleaning Responsibility</u>	
Living Room Area:	Sink/Cabinets empties & cleaned:
Hallway/ Dining Room:	Refrigerator:
Bathroom #1 Shower:	Stove & Microwave:
Bathroom #1 Toilet:	Bedroom A:
Rest of Bathroom #1	Bedroom B:
Bathroom #2 Shower:	Bedroom C:
Bathroom #2 Toilet:	Bedroom D:
Rest of Bathroom #2:	Other:

Damage Responsibility

Example: *Joe Smith (SJSU ID#123456789) – Stain on carpet by the door.*

_____ Signature	_____ Date	_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Signature	_____ Date	_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Signature	_____ Date	_____ Signature	_____ Date	_____ Signature	_____ Date

Name(s) of anyone staying for summer: _____