

MSU Student Housing Cooperative, Inc.

541 Grand River • Michigan State University • East Lansing, MI 48823
 PHONE (517) 355-8313 • FAX (517) 355-9576 • EMAIL coop@msu.edu

CHECK-OUT FORM

This form is to be signed by the Member and the Treasurer and/or Maintenance Officer. If this form is not filled out and turned in, you may face forfeiture of \$75 of your member shares for repairs to the room, and you will not receive any refund money until after audits are completed, some 6 months after the end of the contract date. The Key deposit Return form is on the bottom of the back of this form, as well.

Name: _____ House: _____ Room: _____

Item	Present?	Damaged?	Explanations
Windows			
Screens			
Storm Windows			
Locks			
Walls			
North Wall			
South Wall			
East Wall			
West Wall			
Ceiling			
Light Fixtures			
Smoke Detector			
Floor			
Furniture			
Desk			
Chair			
Bedframe			
Mattress			
Dresser			
Shelves			
Door			
Knob			
Lock			
Jamb			
Strikeplate			
Bathroom (if applicable)			
Other			

Member

Maintenance Officer

Treasurer

Excerpts from the SHC CODE

1.03.03

- b) The House Share shall be \$150.00, increasing by \$50 for new members on 3-1-01, 3-1-02 and 3-1-03. Members in good standing shall receive all but \$100 of their shares within 10 days of the end of the contract providing that the requirements of 7.12.02 are met.

7.12 SHC Paint Policy

7.12.01 Any member who decides to paint their room in any way, will be subject to a House vote to determine whether the room needs to be repainted by that member at the end of his/her tenure, for the sake of attractiveness and viability for future members a particular room. The House maintenance officer will be responsible for bringing this concern before the House at a regularly scheduled House meeting.

- a) If a House decides that a room painted by its current resident should be repainted, that resident shall be responsible for the labor and cost of repainting the room before s/he moves out.
- b) If the room in question is not repainted by the current resident within two weeks of the end of that resident's contract, that resident will be considered non compliant and \$50 will be deducted from their member share, to be given to the House and used expressly for labor and/or painting supplies.
- c) Any remaining funds will deposited into that House's maintenance fund or maintenance reserves.
- d) If a House decides that a room be repainted and the current resident does not comply, the House maintenance officer will be responsible for ensuring the repainting the room before the new resident moves. This can include, but is not limited to: repainting the room his/herself; the temporary use/hiring of SHC salaried staff and preferred SHC subcontractors; and the delegation of work to member needing to fulfill work holiday hours, etc.
- e) The color of paint used to repaint a resident's room will be neutral in nature and at the discretion of the individual SHC Houses.

7.12.02

- a) \$75 dollars of shares shall be set aside as a security charge for misc. repairs, cleaning and per 7.12.01 B
- b) Above amounts may be refundable upon completion of a bedroom inspection by a house representative (Interim Coordinator or returning maintenance officer). The member will bring the appropriate paperwork to the SHC office within 10 days of the end of the contract.
- c) The need for repainting shall be determined by guidelines in 7.12.01
- d) Any damage must be reported to the Maintenance Coordinator, who will determine the amount of any repairs.
- e) Trash removal shall be handled by the house, who will be eligible to claim up to the \$25 dollar cleaning/damage fee of the security charge.
- f) If charges exceed the \$75 amount, the excess shall be assessed to the member's remaining shares.

What does this mean? You are financially responsible if you repaint your room and the house decides it needs to be repainted, to the tune of \$50. Similarly, \$75 of your member share can be held onto to cover damages that are your responsibility. Your \$75 will be returned, though, if this form is turned in, with the proper signatures, to the Interim Coordinator or the SHC office.

KEY DEPOSIT RETURN FORM Date ____/____/____

Name _____ House _____

House Maintenance Officer Signature _____

YOU MUST TURN IN THIS FORM TO THE SHC OFFICE, SIGNED BY YOUR HOUSE MAINTENANCE OFFICER, TO RETRIEVE YOUR KEY DEPOSIT.

