

GRADUATE COMPLEX CLOSING AGREEMENT

Gradplex Apartment # _____

Apartment roommate(s) are expected to complete all of the closing tasks listed below in common areas. **Even if roommates depart at different times, apartment roommates will split any resulting charges if these tasks are not completed in the common areas (kitchens, bathrooms, hallways, living rooms).** Bedrooms are the responsibility of the occupant. It is suggested that roommates discuss how the tasks below will be completed and acknowledge responsibility for each task by signing this agreement. For example, one roommate may take responsibility for cleaning the kitchen while another takes responsibility for cleaning the bathroom. Roommates may also agree that they want to document that the last person who leaves the apartment is responsible to remove all trash from common areas. Or, one roommate may want to take responsibility for wall damage they created. Return this form to your GRA or to the Graduate Complex duty office.

- Remove posters, stickers, tape, decals, memo boards, and nails from walls, ceilings, and doors
- Remove graffiti and marks from walls, ceilings, doors, and room door bulletin boards
- Clean the floors
- Clean the dresser(s) and desk(s)
- Rehang the window screens, shades, or drapes
- Assure that all college furniture is present and assembled
- Clean the bathroom
- Clean the kitchen
- Remove all trash and debris from the apartment and building (including removing all trash from drawers/cabinets/refrigerator), including garbage and recycling

I ACCEPT RESPONSIBILITY FOR THE FOLLOWING SPECIFIC TASKS AND WILL TAKE FINANCIAL RESPONSIBILITY IF THEY ARE NOT COMPLETED AND/OR I ACCEPT RESPONSIBILITY FOR THE FOLLOWING DAMAGE / EXTRA CLEANING:
(please list resident name and area of responsibility)

Signature/Date

Signature/Date

Signature/Date

Signature/Date