

Online RCR Instruction for South Campus Commons Residents!

Please complete the Room Condition Report (RCR) online through your resident portal within two business days of your check-in. The online RCR is a simple way to document the condition of your apartment upon move-in and to limit the chances of you being billed incorrectly for pre-existing damage(s). You **MUST SUBMIT** your RCR for it to be on-file with the office. If you do not **SUBMIT** an RCR, we will consider you to have no record on file at move-out and we will assess your apartment as if everything in the apartment was *Good*.

If you have any questions about how to complete the form, please contact your Resident Assistant or the Management office for help.

Steps to Successfully Complete & Submit Your RCR:

Go to www.southcampuscommons.com and log-in to your Resident Portal.

Once in your Resident Portal, go to the “RCR” tab.

Click “View” next to your lease and this will open your RCR form.

In the left column, select the status of each item on the RCR.

Good = Satisfactory; Not Damaged

Damaged – Needs Attention = Not satisfactory but a work order/basic maintenance will most likely fix this issue (e.g. a dripping faucet)

Damaged – Note Only = Not satisfactory and a work order/basic maintenance will not fix this issue (e.g. kitchen counter has a scratch in the laminate)

If you choose either *Damaged* status, document the comments or description in the right column. Be as specific as possible using numbers, dimensions and descriptions. For example, if your kitchen counter has a scratch in the laminate, you would choose *Damaged – Note Only* and you might write *2 inch scratch near sink* in the notes field for the kitchen section next to *counter*.

If you need to stop working on the RCR and you have not finished it, make sure you click *Save* at the bottom of the page. This will allow you to return to the form and finish it before submitting.

Once you complete the form, click *Submit* at the bottom of the page. This will save your document and it will lock the document for editing. You **MUST SUBMIT** your RCR for it to be on-file with the office. If you do not **SUBMIT** an RCR, we will consider you to have no record on file at move-out and we will assess your apartment as if everything in the apartment was *Good*.