

FINAL STEP OF THE CHECK-IN PROCESS

Complete your room/apartment condition report on-line

Housing and Residential Education takes pride in providing you with a fully furnished room or apartment that is clean and well-maintained (cleaned, inspected, and prepared by our facilities operations staff). It is your responsibility to let us know if anything is missing, dirty or in need of repair upon your arrival. You may do so by completing an online room/apartment condition report within 72 hours of check-in.

It's as easy as 1-2-3

Step 1: Please go to the following site for step-by-step instructions including a worksheet to assist in inspecting your room or apartment:

<https://mercuryportal.uwgb.edu/page/CheckIn/>

Step 2: Next, take some time to inspect your room/apartment including areas shared by you and your roommate(s) to ensure that all items are in good condition.

Aside from normal wear and tear, please know that you will be held financially responsible for maintaining the condition of your room or apartment. Your failure to complete this inventory by the above deadline will be interpreted as your acknowledgement that there is nothing missing, dirty or in need of repair in your room or apartment.

Step 3: Submit your room condition report including any comments.

<https://mercuryportal.uwgb.edu/page/CheckIn/>

Emergency repairs requiring immediate attention (water leak, power outage, no heat, etc.) must be reported to Housing and Residential Education at 920-465-2040, or to your Resident Assistant.

Complete your Room/Apartment Condition Report on-line as soon as possible!

Note: Repairs needed at any other time during the year must be reported by completing a Maintenance Repair Request online at: <https://mercuryportal.uwgb.edu/page/Landing>

Welcome to UW-Green Bay!
The Place Where Students *Choose* to Live

