



Residence Hall Express Check Out Form

To express check out, please complete and sign this form. Please drop off form at the location indicated at your RA closing meeting and in the closing email sent by your Resident Director.

PLEASE PRINT LEGIBLY:

Last Name _____ First Name _____ ID Number _____

Building _____ Room _____ Reason For Checking Out _____

By signing this form, I understand and agree to the following terms of the Express Check Out process:

CHECK-OUT PROCEDURES (Please check them off as they are completed):

- I have cleaned my room, including the floor, window sill, etc.
- I have wiped down the furniture including the inside of the desk/dresser/wardrobe drawers and moved my furniture to its original, assembled positions.
- I have removed all posters, stickers, tape, sticky putty, etc., from the walls, doors, furniture, and windows.
- I have removed all of my belongings and trash from the room.
- If I am the last person, I have closed and locked the windows and the blinds are in the closed position.
- (If you live in a suite) – My suitemates and I did the above for the suite area.
- I have emptied my mailbox.

Is there any damage to the room/suite/bathroom and/or furniture that you are responsible for? If yes, please describe it in the box below so your roommate(s)/suitemates is/are not erroneously billed.

Please describe the damage(s) and the exact location(s) in detail. If you need more room write on the back.

I understand that the Resident Director will conduct a **final inspection** to determine billing. If I am billed for any damages and feel that I am not responsible, I have the right to appeal by following the instructions in the billing notice that will be sent to my Hawkmail account.

By signing below, I agree to and understand the terms of an Express Check Out depicted above.

Student Signature _____ Date _____

RA/RD Staff Use Only

Received
by (Print) _____ Signature _____ Date _____