

EXPRESS CHECK-OUT

Developed to provide flexibility and save **YOU** time.

To be eligible to check-out without scheduling an appointment you must understand that an RA will inspect your room after you complete this Express Check-Out form and that you are responsible for all assessed damages in your room and living spaces. In the event that there is damage to a common area (i.e. porch, kitchen, living room), fees will be split among the porchmates or roommates. It is then the porchmates' or roommates' responsibility to determine who bears what portion of the cost.

Express Check-Out Mid Semester:

- You must complete the Express Check-Out form and return it to the HMDS Office in Sage Hall 138 (or in the dropbox outside of the left-hand door to Sage Hall) along with your room key(s).

Express Check-Out at the End of Fall, Winter or Summer Semester:

- You must complete the Express Check-Out form and tape it to the outside of your door before you leave.

BEFORE YOU CAN LEAVE...

- You must clean your room thoroughly.

Name: _____ Hall/Room #: _____

EXPRESS CHECK-OUT CONTRACT

Have you...

Initial

Cleaned your room thoroughly? YES/NO _____

If applicable...

Have you cleaned your portion of common areas? YES/NO _____

-Personal belongings must be removed from common areas
(i.e. kitchenware in the traditional Residence Halls)

PLEASE CAREFULLY READ THE FOLLOWING & SIGN BELOW:

- I understand that I am responsible for all assessed damages in my room and living space. I also understand that a staff member will be checking the condition of my room after my departure. I understand that failure to complete this process accurately may result in a \$100 fee.

Signature of resident checking out

Date