

Office of Residence Life

Name: _____
ID #: _____
Building & Room #: _____
Anticipated Departure: _____

Before signing and submitting this form, please read carefully all of the information regarding the Express Check-Out process, including the terms listed below.

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

1. I am voluntarily participating in the Express Check-Out process and am choosing not to participate in the Check-Out Appointment and Room Inspection process with a residence life staff member.
2. I will properly prepare my room/house for move out (as stated in the "Requirements for Check-Out" document) and fully comply with the requirements of the Express Check-Out process.
3. Residence Life staff will conduct a complete inspection of my room/house after the final student assigned to the room/house departs. I am waiving my right to be present during a check-out inspection.
4. I acknowledge that I am responsible for ANY discrepancies from my original Room Condition Report and understand that I may be billed for the damages.
5. Damages to a residence facility will be charged proportionately to each resident of the facility. Damages to a room or house will be charged to the occupants only.
6. Failure to return the key assigned to me for my room will result in a lock change charge being assessed to my student account.
7. Below, I have listed the damages to my facility for which I have knowledge of and **I accept responsibility** and will be billed.

Description of Damages:

Student Signature

Date

Express Check-Out Procedure

- Prepare your room for check out (follow instructions in the "Requirements for Check Out" document).
- Read, complete and sign this Express Check Out form.
- Turn in your key(s) to Keys and IDs in Slater-Culbertson House
- Turn in the Express Check Out form to:
 - *any RD or Area Coordinator. You may submit it in person or slide it under the staff member's room/apartment/office door
 - *any staff member of the Residence Life Office in Slater-Culbertson House
 - *any staff member working in the Security/Dispatch/Keys and IDs Office in Slater-Culbertson House
- This form and your key(s) should be turned in within 24 hours of your last final or by the closing deadline, May 10th at 10am (May 12th at 8pm for Seniors).

Staff Use Only

Received by: _____ Date: _____ Time: _____