

Student Name: _____ Room #: _____

Residence Hall: _____ Room Side: _____

Permanent Address: _____

Permanent Phone #: _____

Express Check-Out is a process to expedite your leaving of the residence halls. This process is effective only at the end of semesters. The following conditions must be met to be considered proper Express Check-Out:

1. Obtain an Express Check-Out Form from your RA or the Housing Office
2. Student completes Express Check-Out Form
3. Keys are attached to the Express Check-Out Form in the envelope provided
4. Parking permit is attached to the Express Check-Out Form in the envelope provided
4. The Express Check-Out Form and your keys are returned to the designated area

***If the above conditions are not completed, a \$100.00 Improper Check-Out Fee will be assessed.

By signing the Express Check-Out Form, I waive my rights to be present while my room is being checked for damages other than normal wear and tear. I am aware that I will be billed for any damaged item at current cost of labor and materials. If an item is missing from the room or damaged beyond repair, I will be billed for the replacement item at current cost. I will be financially responsible for all damage recorded at the time of checkout, which was not recorded on the RCR at the time of check-in. If a staff member is unable to determine which student is responsible for a damaged or missing item from a particular room, the cost will be pro-rated equally among the residents of the room.

Student Signature: _____ Date and Time of Check-out: _____

Staff Signature: _____ Date and Time of Check-Out: _____

Staff Signature: _____

Date and Time of Staff RCR Review: _____