

## Express Check-Out Information

Express Check-Out can only be used if **you are not the last person to checkout of your room or or apartment.** Express Check-out envelope can be used when the front desk is closed.

**By choosing to complete an Express Checkout, you agree to the following terms:**

\_\_\_\_\_ I have removed all of my belongings and trash from my assigned room and or apartment (You and your roommate (s) will be charged if trash is left in the room or apartment).

\_\_\_\_\_ I have cleaned my room/apartment (dust, vacuum, etc.)

\_\_\_\_\_ All of my assigned furniture is in its original, assembled position

\_\_\_\_\_ I have removed all posters and stickers from the walls, doors, windows, etc.

\_\_\_\_\_ My portion of the common spaces have been cleaned

\_\_\_\_\_ My bedroom door is locked (CV and PCV Only)

**I am returning the following items to the Front Desk:**

- Bedroom key
- Access Card
- Laundry Card (no refunds will be provided)
- Any checked out equipment

\_\_\_\_\_ I understand that University Housing will conduct a final inspection of the room/apartment after I leave to determine if any damage has occurred beyond normal wear and tear.

\_\_\_\_\_ I understand that if any charges are assessed to my room/apartment **I WILL NOT BE ABLE TO APPEAL THE CHARGES.**

\_\_\_\_\_ I understand that if proper check-out procedures, as set by University Housing, are not followed I may be charged \$25.00 for an Improper Check-Out in addition to any cleaning/damage or lost key charges.