Residents may choose to skip the traditional room check-out appointment with their Resident Assistant by signing up for an Express Check-Out. To utilize this option, the following steps must be taken:

1. Sign up for an Express Check Out by contacting your Community Office or RA On-Duty. This informs your RA that you will not need to schedule an appointment with them.
2. Completely move-out of your room. This includes removing all belongings and trash.
3. Clean your room/apartment/suite *(including the bathroom, kitchen, appliances, floors, drawers, and closets as applicable)*.
4. When leaving the room the final time, be sure your blinds and window(s) are closed, and lock the door behind you.
5. Complete the Express Check-Out form (below) then turn in your completed form AND room key to your Community Office.

Please note: Student belongings left in a room at the time of check-out may be considered abandoned and discarded within 24-hours of staff becoming aware the student has vacated the unit. Be sure to take your bike as it may be tagged for removal.

RESIDENT INFORMATION
Please print legibly

Student Name: _____

Jag # J00_____ Building: _____ Room # _____

Side of Room *(if double)*: _____

Key Code *(printed on key being returned)*: _____

Cell Phone # (_____) _____

Permanent Address:

_____

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 Room Condition Form 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 all residents assigned to the room.

Student Signature: _____

Date/Time of Departure: _____

For Office Use Only:

Was the accurate key in the key envelope submitted with this form?
_____

Date staff member verified key and documented resident's key card:
_____

Name of staff member who verified key and documented resident's key card:
_____

Date staff member completed the check-out inspection of room with RCF:
_____

Date form was copied and sent to student file (original should be attached to RCF):
_____