

# **RESIDENCE HALL ROOM CHECKOUT PROCEDURES**

## **EXPRESS CHECK-OUT ENVELOPES ARE AVAILABLE AT EACH RESIDENCE HALL FRONT DESK**

### **BEFORE YOU COMPLETE AN EXPRESS CHECK OUT:**

- ✓ Remove all of your belongings from your room.
  - For Eagle students, remove things from the bathroom as well.
  - For Reuter students, remove things from the apartments (kitchens, living room and bathrooms).
- ✓ Empty and clean out all closets and cupboards. Empty all drawers and leave partially opened.
- ✓ Remove all posted materials and tape residue from walls, ceilings, doors, door frames, windows.
- ✓ Carry out trash and recyclables to the trash bins outside.
- ✓ If no one else is continuing to live in your room, empty all items from your refrigerator, clean, unplug the refrigerator and leave the door open.
- ✓ Close both window panes. Leave window blinds open.
- ✓ Lock room door before you depart.

### **EXPRESS CHECK OUT PROCEDURES:**

- ✓ Pick up an Express Check Out envelope from your residence hall Front Desk. Fill out information on Express Check Out envelope and place key(s) inside and seal the envelope.
- ✓ Bring Express Check Out envelope to the Front desk.
  - If desk is open give it to the staff working.
  - If desk is closed, place the Express Check Out envelope in the collection box.

### **IMPORTANT NOTES:**

- ✓ The University is not responsible for personal property left in the residence halls. Property left in the residence hall will NOT be mailed to you.
- ✓ Residence Life will not take responsibility to return University Property on your behalf (textbooks from Textbook Rental, library books, checked out electronics, etc.)
- ✓ A final room check will be done by a Residence Life staff member after your room has been vacated.
  - You will be notified via email if additional charges are incurred for damages or cleaning.
  - Rooms not cleaned will be charged a \$50 cleaning charge.
  - Keys not returned will result in a \$90 re-core charge.
- ✓ Change your mailing address on WINGS. Only first class mail will be forwarded to you. Be patient with receiving mail after leaving. It will take longer to process mail.
- ✓ Any adjustment to your housing billing will be primarily based on the date you complete the check-out process. This requires that you follow all of the instructions in this document.
  - If you do not return your residence hall room key on the day that you move out of your room, your check-out will not be processed until your room key is returned. If your room key is not returned within two weeks the keys will be replaced and the cost will be charged to your student account.
  - If you leave your room keys with someone else to return to the Front Desk, you will be charged for an improper check-out and will be responsible for all costs related to key replacement.
- ✓ Checking out of your residence hall room and cancelling your housing contract may impact your eligibility to live on campus in the future. If you would like to request an exception, please contact Residence Life.
- ✓ If you check out of your room before you are released from your housing contract, your billing will be adjusted based on the date you are approved for contract cancellation.
  - For example: If you check out on March 15, but are not approved for contract cancellation until April 1, your billing will be adjusted based on the April 1 date.
  - All contract cancellation requests are reviewed based on criteria set in section 1 of the housing contract. Requests are not guaranteed to be approved. Checking out of the residence hall does not guarantee you will be released from your housing contract.