

RESIDENCE HALL ROOM CHECKOUT PROCEDURES

Unless instructed otherwise, you must complete an in-person room inspection for your room with a Resident Assistant prior to turning in your room keys and completing your checkout.

BEFORE YOUR ROOM INSPECTION:

- ✓ Contact your Resident Assistant or another Resident Assistant in advance of your checkout to arrange a time for your room to be inspected.
- ✓ 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 and defrost your bedroom refrigerator:
 - Remove all food and unplug refrigerator 24-48 hours before departure.
 - Clean fridge thoroughly and remove collected water from freezer.
- ✓ Close both window panes. Leave window blinds open.
- ✓ Lock room door before you depart.

CHECK OUT PROCEDURES:

- ✓ Meet with a Resident Assistant at a preestablished time to complete an inspection of your room.
- ✓ The Resident Assistant may indicate items in the room that require further cleaning or attention. You must complete these tasks.
- ✓ Once the room inspection is completed by the Resident Assistant they will collect your room keys and complete your checkout in the occupancy management system. Your student ID card access for your residence hall will be shut off.

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.)
- ✓ If there is damage to your room or you did not complete required cleaning prior to your departure, additional fees for cleaning or replacement of lost/damaged items, including keys, will be assessed to your student account. A full list of residence hall charge items is available on the [Office of Residence Life website](#).
- ✓ 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. Turning in your room keys is the final step in confirming that you have vacated your room. Your residence hall billing will remain active until you have turned in your keys or have notified the Office of Residence Life that your keys have been lost.
 - In the case that you do not immediately notify the Office of Residence Life that your keys have been lost and that you have vacated your room, your billing will be adjusted based on the date that you do contact the Office of Residence Life.
 - If you leave your room keys with someone else to return to a Residence Life staff member, 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. Please note that any request for contract release is not guaranteed to be approved. If your request is denied, your housing assignment and meal plan will remain active and your billing will not be adjusted.
 - 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.