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 remove things from the bathroom as well.
  ○ For Reuter students remove things from the apartments (kitchens, living room and bathrooms).
✓ Remove all posted materials and tape residue from walls, ceilings, doors, door frames, windows.
✓ Empty and clean out all closets and cupboards. Empty all drawers and leave partially opened.
✓ Carry out trash and recyclables to the trash bins outside. Trash bags are available in res. hall lobbies.
✓ Refrigerators: Empty all items, clean, and unplug and leave door open.
✓ Close windows and lock room door before you depart.

EXPRESS CHECK OUT PROCEDURES:
✓ 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.
✓ A final room check will be done by the Hall Director. This is done after all students have checked out of the residence hall.
  ○ 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.
✓ Donation bins for food and clothing will be in the lobby of each residence hall.
  ○ Food needs to be nonperishable and unopened.
  ○ Do not leave any other items in the lobby.