

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 right 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 Check-In Room Inspection by staff or myself within 24 hrs 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 prorated 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 room inspection:  
\_\_\_\_\_

Date form was scanned and uploaded to student correspondence file (StarRez):  
\_\_\_\_\_