



WEST LAKE VILLAGE EXPRESS CHECK-OUT FORM

Thank you for utilizing the Express Check-Out option. Should you have any questions, please let a staff member within the complex know.

Please Print:

Last Name:	First Name:	Contact Phone #:
Building & Room #:	UIN:	E-mail:
Mail Forwarding Address Information:		

Place your initials next to each of the following items as you complete them:

- _____ Remove all of your personal belongings from your space, including any trash.
- _____ Remove bike from rack.
- _____ Clean your space.
 - Remove all writing, putty, nails, decals, and tape from doors, ceiling, and floors using caution to avoid damaging painted surfaces. Wipe all surfaces, inside drawers, and sweep floor.
 - Clean suite bathroom(s). Clean mirror, toilet, sink, shower door, and shower/bathtub.
- _____ Place all **key(s) in envelope**. Attach Envelope to this form.

By my signature below, I understand and am agreeing to the following terms of the Express Check Out process:

1. I realize that the final report on the condition of my space and its furnishings will be made by a Housing Staff member;
2. I understand that the Housing Staff member will determine if any major damages, beyond normal wear and tear and/or a need for additional cleaning is needed and will bill as appropriate;
3. I acknowledge that I will be financially responsible for any damages and/or cleaning charges assessed; that any assessed charges for damages and/or cleaning will be placed on my University account;
4. I will return all key(s) provided to me. I realize that if I do not return all keys issued to me, the lock(s) will be changed and I will be charged for a lock (core) change. Please see the Community Guidebook for specific charge amounts.
5. I will gather my mail from my mailbox prior to leaving.

Before signing and submitting this form, please read carefully all of the information regarding the Express Check-Out process, including the terms listed above. This form must be submitted at the time of your departure.

Signature of Resident: _____

Date: _____

For Staff Use Only:

Checkout Date/Time: _____

Staff Name: _____