



EXPRESS Check Out Waiver

(Do Not Use for the Traditional Check Out)

Please complete all of the requested information below, place your keys and this form inside, seal envelope and put in the key box located on the first floor of Bauman.

Please Print

Banner G #: G00	Last Name:	First Name:	Contact Phone Number:
Building:	Apartment or Room Number:	Left or right side (for double rooms):	Email:

As I turn in my keys and vacate my apartment/bedroom, I acknowledge that it is my responsibility to remove all of my personal belongings and trash prior to checking out. My apartment/bedroom must be left clean and in good condition to avoid charges being assessed to my student account. I further understand that I must personally deliver this form, key and key envelope to the key box in Bauman or to Residence Life by the proper deadlines to avoid Improper Check-out charges and/or key re-core charges. I understand that my apartment/bedroom will be inspected and assessed for damages by the Residence Life staff and Facilities. Lastly, I understand that by using the Express Check-out, I waive my right to appeal any damage charges that are assessed to my student account.

Student Signature:	Date:	Time:	
Signature for Residence Life Staff ONLY:	Date/Time:	Key: <input type="checkbox"/> Returned <input type="checkbox"/> Missing	Improper Check-out: <input type="checkbox"/> No <input type="checkbox"/> Yes