

# Proper Check-Out Instructions

**Failure to comply with any instructions in this notice will result in an improper check-out charge being added to your student account.**

- All residents must vacate their rooms within 24 hours after their last exam. If you have an exam on May 2nd, you must vacate by noon on May 3rd. Failure to vacate your room by the designated time will result in a fine.
- Do not leave your keys with roommates or anyone else who is not a Housing Staff member or RA.
- Do not return keys to Campus Police.

**Please select one of these two check-out options.**

## Traditional Check-Out

\*You must sign up for an appointment with your RA at least 24 hours in advance of your departure. Failure to give adequate notice will result in you being required to do the express check-out. See your RA about making an appointment.

\*You must have all personal belongings removed from the room and it should be "broom clean" by the time of inspection.

\*Your RA will complete all check-out paperwork and collect your room and mailbox keys at the time of inspection. Please return keys in the envelope provided.

\*You must be ready to leave the building immediately upon completion of the inspection.

## Express Check-Out

\*You will not make an appointment with your RA to inspect your room before you leave campus but you must have all personal belongings removed from the room and it should be "broom clean" before you vacate.

\*You must fill out the form below and return it to the Housing Office (or the Heyward Community Center if the Office is not open) along with your room and mailbox keys. Please return keys in the envelope provided.

\*A staff member will check your room and complete all check-out paperwork without your input.

**\*By selecting the Express Check-Out option, you are waiving your right to appeal any damage/cleaning charges you may incur.**

**OR**

**If you choose the Express Check-Out option**, you must complete and sign this form and return it to the Housing Office (or the Heyward Community Center if the Office is not open) along with your room and mailbox keys. Please use the envelope provided with this form for key return.

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I, \_\_\_\_\_, resident of \_\_\_\_\_ Student ID \_\_\_\_\_  
(Please Print Your Name) (Bldg, Apt/Room Number, and Bed) (Last 5 Digits)

agree to have a Housing staff member check my room and complete all check-out paperwork after my departure from campus. This means that I do not need to schedule a check-out appointment with my RA. I understand that appropriate damage/cleaning charges will be added to my student account. I understand that by signing this form, ***I am waiving my right to dispute any damage/cleaning charges assessed to my student account.***

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Check Out Checklists

## Check-Out Procedure:

Important Steps for All:

- Attend your floor/building meeting for full details about closing procedures in your community (check with your RA for location, date, and time)
- Select either **Express Check-Out** or **Traditional Check-Out**, plan to move within 24 hours after your last exam.
- Move all of your belongings out of your room
- Complete the "**Before We Leave**" resident checklist taped to your door.
- Return your room key to either the RA or to the HCC or Housing Office

**CHOOSE ONE**

## Express Check-Out Procedure

- Move all of your belongings out of your room/building
- Complete the "**Before We Leave**" resident checklist taped to your door.
- At the Housing Office (open 8:30 am to 5 pm on week days) or the Heyward Community Center (open 5pm to 11pm every day) , fill out an express check-out form (on reverse side) and return your key within 24 hours after your last exam.
- Do not leave your key with anyone that is not a part of the Housing Staff or at the HCC desk.

**OR**

## Traditional Check-Out Procedure

- Sign up for an Appointment Time with your RA via the spreadsheet posted on their door or bulletin board 24 hours in advance.
- Move all of your belongings out of your room/building
- Complete the "**Before We Leave**" resident checklist taped to your door.
- Clean your side of the room thoroughly
- Meet an RA at the designated location during your appointment time
- Turn in your room key to the RA who checks you out

CHECK-OUTS SHOULD TAKE NO MORE THAN 10 MINUTES AS LONG AS

- a. **All belongings are out of the room/building** (if you try to check out before your room is emptied or you do not show for your appointment, you will be charged with improper check out fee of \$25, and be required to do express check out instead of traditional).
- b. You have completed the "**Before we leave**" resident checklist
- c. There are no damages to the room

**DON'T GET FINED!** When you move out, here are some **common charges to avoid:**

<b>\$25</b> <b>Improper Check out</b> Not following Check Out procedures	<b>\$17 to \$85</b> <b>Keys Damaged or Not Returned</b>	<b>\$25</b> <b>Moved Furniture Fine</b> (In Res Halls only)
<b>\$50</b> <b>Room Cleaning Fee</b> (if left messy or dirty, divided among roommates in Res Halls)	<b>\$50</b> <b>Bathroom Cleaning Fee</b> (if left messy or dirty, divided among room/suitemates)	<b>\$25</b> <b>Remove trash or discard abandoned property</b>