



Housing and Residence Life
(657) 278-2168 / Fax (657) 278-3994

EXPRESS Check-Out Waiver

EXPRESS Check-Out is the ability to check out of your room without scheduling an appointment with an RA or going to the RA Office. Instructions for completing an Express Check-out are below:

- Obtain an Express Check-Out waiver form via the Housing website or RA Office.
- Remove your belongings and clean your bedroom and cleaning assignment.
- Fill out and sign waiver.
- Place signed waiver and bedroom and mailbox keys inside an envelope and seal.
- Deposit sealed envelope at the checkout headquarters (the old Hungry Titan store). For after hours check-out, deposit sealed envelope at the counter in the MPR Kitchen (open 24 hours during Finals week)
- Depart campus.
- Staff will inspect your room after you leave and assess damages, if any.

Name: _____

Apt/Bdrm (indicate Left or Right side for Double Room): _____

Phone #: _____ Email: _____

As I turn in my keys and vacate my living assignment, I acknowledge that it is my responsibility to remove all of my personal belongings and trash prior to checking out. I understand that my room will be inspected and I will be charged for any damages. My bedroom and apartment must be left clean and in good condition to avoid charges being assessed to my student account. I further understand that I must personally leave this form and my keys in the location specified above. I understand that by using the Express Check-out option I waive my right to appeal any damage charges that are assessed to my student account.

Student Signature: _____ Date: _____

Residence Life Staff ONLY:

Date/Time: _____

Keys: Returned _____ Missing _____

RCR: Completed Attached

Staff Name and Signature : _____
Print Name Signature