

EXPRESS CHECKOUT

Name:

Banner:

Room #:

Side of the Room (When standing in your door facing the beds):

Left

Right

Checkout date:

Checkout time:

I acknowledge by turning in this envelope through the Express Checkout Process that I claim all damages to my side of the room. I understand there is no appeal process for Express Checkout. I am also responsible for splitting the cleaning/dusting of the entire room with my roommate. All charges that are in common areas of the room (ex: hallway, bathroom, etc.) will be split unless otherwise noted below. Don't forget to enclose your room key, it will not be accepted after checkout. If you have questions about damages or cleaning prior to checkout contact an RA or your Hall Supervisor.

Damages I claim in the room (Be specific in location):

Signature

Building

DON'T FORGOT TO ENCLOSE YOUR ROOM KEY!

