

**RESIDENCE HALL ROOM/SUITE EXPRESS CHECK OUT FORM**

*Please Print*

**HALL:** \_\_\_\_\_ **ROOM NUMBER/ SUITE #** \_\_\_\_\_ **DATE/TIME:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **I.D. NUMBER:** \_\_\_\_/\_\_\_\_/\_\_\_\_

I, \_\_\_\_\_ understand by signing this form agree to the following terms:

1. Waive being present while Residence Hall Staff check my room
2. Responsible for any damages and/or cleaning charges assessed when a member of the Residence Hall Staff checks my room
3. Charges for damages and/or cleaning will be assessed and placed on my University account
4. Will return my room key by placing it in the envelope provided. Print your name and room number on envelope. Seal envelope and desk staff will staple to form. Room keys not returned will result in a lock change and charges being added to your University Account.

My signature below indicates I accept the terms listed above:

Student Signature: \_\_\_\_\_

Signature of Desk Staff: \_\_\_\_\_ Date/Time: \_\_\_\_\_ am/pm

\*\*\*\*\***For Use During Room Check Only**\*\*\*\*\*

Staff members need to complete each section on the form below when checking the room.

Return the completed form to your Area Director for processing.

<b>Item</b>	<b>Missing</b>	<b>Damaged</b>		<b>HINES AND JONES</b>		
Bed /Bed Frame				<b>Item</b>	<b>Missing</b>	<b>Damaged</b>
Chest of Drawers				Walls/Nail Holes		
Closet Door				Shower Curtain		
Desk/Desk Chair				Room Paint		
Drapes						
Mattress/Mattress Pad				<b>LINCOLN QUAD</b>	<b>COMMON</b>	<b>SPACE</b>
Mirror				<b>Item</b>	<b>Missing</b>	<b>Damaged</b>
Paint – Wall				Sofa		
Paint – Entire Room				Chair		
Pillow/ Protector				Lamp		
Peep Hole				Coffee Table		
Screen				Cube		
Smoke Detector				Mirror		
Fire Horn				Wastebasket		
Wastebasket				Cement Block Removal	# of blocks	
Telephone				Bathroom		
Wall Cord				Sink		
Receiver Cord				Toilet		
Not Working				Shower Curtain		
				Mirror		
				Wastebasket		

Signature of RA/AHD checking room: \_\_\_\_\_ Date/Time: \_\_\_\_\_ am/pm

**Briefly describe any damages to room or items in room (use reverse side of form if needed).**