

The following expectations of the Resident prior to moving out are also outlined with greater detail in the Housing Agreement and Campus Living Guide:

- Resident will thoroughly clean and remove all personal belongings from my assigned unit prior to vacating, including my bedroom and shared public spaces
- Resident will follow all checkout procedures, including, but not limited to:
 - Contacting a Residence Life desk location at least 24 hours prior in advance to schedule a checkout appointment
 - Completing a checkout in-person with a Residence Life staff member
 - Turning in any assigned keys to the Residence Life staff member at the time of my checkout appointment
 - Being unprepared or failing to complete the checkout at the time of the arranged appointment will result in a \$50 improper checkout fee, as well as additional fees relating to cleaning and removal of personal item charges

I, _____, understand that by cancelling my housing application and agreement that additional charges may be applied to my student account as well as a forfeit of my housing deposit. Additionally, if I leave Student Housing without following procedures set forth in the Housing Agreement and/or Campus Living Guide there will be additional charges add to my student account.

Signature

Date

Office Use Only: _____ Date Received by the Housing Office, received by _____ _____ Date Received by the Housing Lodge, received by _____ _____ Date Processed by the Housing Office, processed by _____
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