

Express Checkout Form

After completing this form, please insert it in the provided envelope with your ID Card and Mailbox Key

If you suspect that you may be charged for items or damage in the room, we suggest that you do not use the EHS Express Checkout and make an appointment with Student Life to have your room inspected prior your departure. Please ensure that all items are removed and that your room is clean before vacating, otherwise you will incur charges. If you elect to utilize the Express Check-Out option, you will be automatically billed for any damages done to your room and you waive your ability to appeal any damages.

IMPORTANT – PLEASE READ & SIGN:

By using this Express Checkout Form, you understand and agree that:

- You waive all rights as they relate to damages which may be assessed and charged to your account.
- You will not be able to appeal damage charges.
- A member of the Student Life department will complete the Room Condition Report (RCR) after you hand in your keys.
- Any items remaining or left behind will be considered to be abandoned and will be disposed at your expense.
- Room Keys (\$20), Mailbox Key (\$20) not turned in will be charged to your account.
- Rooms that require extensive cleaning will be charged an additional fine.
- For a list of damages fees, check the building’s Residence Guide at www.studenthousing.org/files/1760Guide.pdf

By using Express Checkout, you agree to forgo the standard checkout process, which requires you to checkout in person with a Student Life staff member.

You must vacate your room after you submit this form. **Please note that any mail received after you move out will be returned to sender.**

In the box below please bring to our attention anything you would like us to know prior to your departure:

Notes:

*****Please place your Mailbox key and ID card in the provided envelopes located at the Security Desk by the building entrance. If you would like a copy of this express checkout form, please email 1760Third@studenthousing.org. The copy will be emailed to you within 5 business days.*****

I agree to waive all rights as they relate to damages which may be assessed and charged to my account. I understand that I will not be able to appeal damage charges by choosing to use Express Checkout. I understand that a Student Life staff member will complete the Room Condition Report (RCR) after I have handed in my keys. I also agree that any items remaining or left behind will be considered to be abandoned and disposed of at my expense.

Print Your First Name

Print Your Last Name

Room Number

Your Signature

MM / DD / YYYY
Date

Please turn the page to fill out the back of this form to complete your checkout.



Final Check-Out Form

To be completed by resident

Complete all the fields and be entered into our survey raffle.

E-mail: _____ Gender (Optional) : F M

School: _____ Internship (if any): _____

WOULD YOU RECOMMEND EHS TO OTHERS?

- Yes
 No

HOW WAS YOUR OVERALL EHS EXPERIENCE?

- Satisfied
 Neutral
 Dissatisfied

Please tell us your satisfaction with your building in the below areas:

	Satisfied	Neutral	Dissatisfied
Cleanliness of the Residence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laundry Facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lounge Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timeliness of Repairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WiFi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

We would like to hear about your experience in general. Please take a moment and provide us with some feedback in your own words:

Please tell us your satisfaction with our Student Life Staff in the below areas:

	Satisfied	Neutral	Dissatisfied
Friendliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of Building and Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to Assist and Help	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Amount & Variety of Events Hosted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Thank you for your feedback!