



We had a great semester and we hope you will soon return to EHS, but if you don't, stay connected with us by joining our [EHS Fan Page](#) and by following us on [Instagram](#), @StudentHousingNYC, and [Twitter](#). We want to make sure you have a smooth and successful check-out; therefore, we have put together this quick check-out procedure guide. When checking out of your building, it is important to check with your school about their check-out procedures.

Below are some steps you can take for a successful check-out.

Please keep in mind that failure to clean, remove garbage/debris/personal belongings and not return your mailbox key and ID card will result in fees and extra charges applied to your account.

- Clean and remove garbage/debris and all personal belongings from your room.
- Return all furniture to its original set up.
- Return your mailbox key, room keys (where applicable) and your EHS ID card.
- If applicable, provide credit card information to the EHS staff member that checks you out for any damages and unpaid fees/fines.
- Notify companies and the Post Office of your address change. After you depart, EHS will no longer accept any mail or packages in your name. Any current mail/packages you fail to retrieve from us will be returned to the sender at your own expense.

To avoid any improper check-out fees you must follow one of these check-out procedures (unless your school has a different procedure). An improper check-out includes but is not limited to: failure to make or miss a check out appointment, or not completing the proper check-out paperwork, etc. Residents who neglect to follow the check-out procedures will receive an "Improper Check out" fee of \$150.00 (rates are subject to change) added to their account.

Option One

Schedule a checkout appointment with the Student Life Desk at least 48hrs prior to your departure date. During your check out an EHS staff member will check your room for any damages, collect mailbox key and room key/ID, and payment for damages or other fees. Checkout appointments are only done in 15 minute slots during desk hours.

If applicable, during your appointment you will be asked to provide credit card information to the EHS staff member that checks you out for any damages and unpaid fees/fines. For a list of charges please check our Damages section in our Code of Conduct Guides ([St. George Towers](#), [1760 Third Avenue Residence](#), [New Yorker Residence](#), [Marymount Residence](#), [John Street Residence](#), [Cooper Square Residence](#)).

Option Two

If you are leaving the residence outside the Student Life Desk operational hours, you should utilize the Express Checkout option. Fill out an Express Checkout Form (obtained at your Student Life Office/ Desk) and drop it in the Express Checkout Box along with your mailbox key (if you received one) and ID card in the provided EHS envelopes. The Express Checkout Box and forms are located near the Student Life Office/Desk.

Please note that by doing an Express Check-out 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. It's important that you check with the Student Life Desk to see if this option is available during the semester you are residing with us. Also note that this option is not offer every semester and in several cases our staff will let you know if you qualify or not for an express check-out.

- Pick up an Express Check-out form from the Student Life Desk/ Office.
- Fill out the form completely (front and back), and be sure to read all the information on it. There is a section where you can bring to our attention anything you would like us to know prior your departure.
- Go to the Express Check-out Drop Box located next to the Student Life Desk/Office.
- Use one of the provided yellow envelopes and complete the requested information, insert the Express Check-out Form, your EHS ID card and Mailbox Key (if you received one).
- Seal the envelope and drop it inside the Express Check-out Drop Box.
- Please note, that you must vacate your room after you submit this form.

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.