

EXPRESS CHECK-OUT

Developed to provide flexibility and save **YOU** time during this busy period.

To be eligible to check-out without scheduling an appointment:

1. You understand that an RA will inspect your room after you complete Express Check-Out and that you are responsible for all assessed damages in your room and living spaces. In the event that there is damage to a common area (i.e. porch, kitchen, living room), fees will be split among the porchmates or roommates. It is then the porchmates' or roommates' responsibility to determine who bears what portion of the cost.
2. You must complete the Express Check-Out form and return it to the envelope posted on the door of your RA.

BEFORE YOU CAN LEAVE...

- You must clean your room thoroughly.

YOU MUST TURN IN THE EXPRESS CHECK-OUT CONTRACT TO THE ENVELOPE ON YOUR RA'S DOOR...

***EXPRESS* Check-Out ENDS on December 14, 2011, at Noon.**

***NO ONE* will be allowed to check out after December 14 at noon.**

If you have any questions, please contact your Residence Director:

OM/WO: Angela Perry aperry@mills.edu

EM/MM/Ege: Virginia Webb vwebb@mills.edu

PH/UND/Townhouses/Ross/Larsen: Michelle de Sousa Moore
mdesousa@mills.edu

Name: _____ Hall/Room #: _____

EXPRESS CHECK-OUT CONTRACT

Have you...		Initial
Cleaned your room thoroughly?	YES/NO	_____
If applicable... Have you cleaned your portion of common areas?	YES/NO	_____
-Personal belongings must be removed from common areas (i.e. kitchenware in the traditional Residence Halls)		

PLEASE CAREFULLY READ THE FOLLOWING & SIGN BELOW:

- I am a residential student and it is prior to December 14, 2011, at noon.
- I understand that I am responsible for all assessed damages in my room and living space. I also understand that a staff member will be checking the condition of my room after my departure.
- I understand that failure to complete this process accurately may result in a \$100 fee.

Signature of resident checking out

Date