EXPRESS CHECK OUT ENVELOPE

Resident Information (Please Print)

Last Name: ________________  First Name: ________________

Townhouse/Apartment #: __________  Bedroom: ________________

Departure Date: ________________  Departure Time: ________________

I, ____________________________ have completed the following steps:

(Please Check Box)

☐ clean and remove all garbage, food and items from room and house
☐ Lock your bedroom door
☐ Place all keys (bedroom, Swipe card, mailbox key) in this envelope and seal it.

Your room will be inspected by Student Housing and Residence Life Staff shortly after your departure. An charges for additional cleaning and damages will be placed on your ROSI account.

Signature: ____________________________  Date: __________

Please place your sealed envelope in the AFTER HOURS DROP BOX, indicated by blue signs to the left of the Residence Centre Main Doors.

For office use only

(Y/N)
RMS updated: _____  All Keys Returned: _____  Staff Initials: _____

This form must be attached to the Unit Condition Report upon completion