

IN-PERSON CHECK-OUT SIGN-UP AT THE FRONT DESK

SIGN-UP INSTRUCTIONS

- Sign up at the 24-hour desk in your community
- You must sign up at least 24 hours in advance
- All appointment changes must be made at least 24 hours in advance
- Write in pen (to avoid disappearance of your appointment)
- Write your name and room number in the time slot
- Write down your check-out time and **DO NOT** be late

CHECK-OUTS SHOULD TAKE NO MORE THAN 10 MINUTES AS LONG AS

- (1) All belongings are out of the room/building
- (2) You have completed the “Before we leave” resident checklist
- (3) There are no damages to the room

Missing a scheduled check-out time with an RA will result in an improper checkout charge of **\$25** or more and you will have to do an Express Check-out.

Residents failing to leave the building after **9 a.m. on Dec. 21** will be assessed a late check-out fee starting at **\$50**.

**ALL CHECK-OUTS MUST BE COMPLETED
BEFORE 9 A.M. ON DEC. 21.**

CHECK-OUT APPOINTMENT SIGN-UP

Please find a space that has not been blocked off. Write your name and room number.

DATE			
8:00 a.m.			
8:20 a.m.			
8:40 a.m.			
9:00 a.m.			
9:20 a.m.			
9:40 a.m.			
10:00 a.m.			
10:20 a.m.			
10:40 a.m.			
11:00 a.m.			
11:20 a.m.			
11:40 a.m.			
12:00 p.m.			
12:20 p.m.			
12:40 p.m.			
1:00 p.m.			
1:20 p.m.			
1:40 p.m.			
2:00 p.m.			
2:20 p.m.			
2:40 p.m.			
3:00 p.m.			
3:20 p.m.			
3:40 p.m.			
4:00 p.m.			
4:20 p.m.			
4:40 p.m.			
5:00 p.m.			
5:20 p.m.			
5:40 p.m.			
6:00 p.m.			
6:20 p.m.			
6:40 p.m.			
7:00 p.m.			
7:20 p.m.			
7:40 p.m.			
8:00 p.m.			