

# IN-PERSON CHECK-OUT SIGN-UP WITH YOUR RA

## SIGN UP INSTRUCTIONS

- Sign up with your RA
- 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.

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

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.			