

Grasslands Housing Express Checkout Waiver

Name: _____ Today's Date: _____ Building & room #: _____

E-mail: _____ Cell Phone: _____

Express Check Out Procedures:

1. Prepare your room for check out
 - Remove all personal items and trash
 - Clean, scrub, sweep, vacuum, dust, mop all furniture, drawers, walls, floors, window sills
 - Remove all stickers, tape & residue from doors, furniture, floors, closets, windows and walls
 - Clean all kitchen areas; Clean all common rooms
 - Clean all bathrooms (i.e. toilets, floor, sink, mirrors, walls, shower, bathtub, shelving, cabinets)
 - Close and lock windows
 - Leave blinds/shades/curtains open
 - Close and lock room door
2. Read, complete and sign this Express Waiver Check Out form.
3. Turn in Express Check Out Waiver form with keys in the mailbox outside 511 (Superintendent's office).

I understand and am agreeing to the following terms of the Express Check Out process:

1. I am participating in the Express Checkout process that is contactless. I am agreeing to checking out on or before the date and time that is outlined on my Housing Agreement, failure to move out at the scheduled time will result in a nightly rate charged to my TouroOne account.
2. I will properly prepare my room and common areas for move out and fully comply with the requirements of the Express Check Out process as stated above. Failure to comply with these requirements will result in the assessment of fines.
3. Housing & Facilities staff will conduct a complete inspection and assess damage and cleanliness charges based upon their examination of the condition of the room at the time of the inspection, and I am waiving my right to be present during a check out inspection.
4. Charges may be assessed to my account for problems with the condition of the room as determined by Housing & Facilities staff during their inspection of the room.
5. All roommates will share responsibility for any concerns with the condition of the common areas and all fees will be assessed equally amongst all roommates.
6. I understand that there is no appeal available for fines and for any damage and cleaning charges assessed for the condition of my room at check out.

Signature _____ Date _____

Forwarding Address: _____