



The Sage Colleges
Office of Residence Life

Express Check Out

This Express Check Out system should make your transition at the end of the year a quick process. By using the Express Check Out system, you are agreeing to forgo the normal check out process which is completed in person by a member of the Residence Life staff. To use the Express Check Out process, you must complete this form, attach a key envelope with your building and room keys (Albany residents should also include mailbox key), and return everything to the Office of Residence Life. If you suspect that you may be charged for items or damage in the room, the Office of Residence Life suggests that you do not use Express Check Out. *You must vacate your room 24 hours after your last final exam or by Wednesday, May 7, 2008 by 11:00 AM, whichever comes first.*

Please check that each item has been completed before vacating your room:

- Room is empty of all personal belongings
- Carpet is vacuumed or floor is swept
- All trash has been removed and disposed of appropriately
- Windows are closed and locked
- Blinds or shades are down. Blinds (if applicable) are closed.
- All furniture is in the room and in good condition
- Turn the heater fan switch to off
- Set the thermostat to 85° F
- Tape, tacks, nails, and sticky tak should be removed from the walls, doors, ceiling and furniture
- Lights are turned off
- Door is closed and locked
- Key envelope has been attached (with building and room keys/ swiper)

Once these items have been completed, please sign the statement below. Return this form and all keys in a key envelope to the Office of Residence Life or the Public Safety Office upon vacating your room.

I agree that by using the Express Check Out, I waive all rights as they relate to damages which may be assessed and charged to my student account. I further understand that I will not be able to appeal damage charges by choosing to use the Express Check Out. A Residence Life staff member will review my Room Condition Report (RCR) after I check out. I agree that any items remaining will be considered to be abandoned and disposed of at my expense.

(Print Name)

(Building & Room Number)

(Student ID Number)

(Signature)

(Date)