

The Sage Colleges  
Office of Residence Life

**Express Checkout Form**

**IMPORTANT – PLEASE READ:** By using this Express Checkout Form, you understand and agree that:

- You **waive all rights as they relate to damages** which may be assessed and charged to your student account;
- You will **not be able to appeal damage charges**;
- A Residence Life staff member will complete the Room Condition Report (RCR) after you hand in your keys;
- Any items remaining or left behind will be considered to be abandoned and disposed of at your expense.

By using Express Checkout, you agree to forgo the standard checkout process, which would require you to checkout in person with a member of the Residence Life staff.

**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 Checkout.**

**You must vacate your room 24 hours after your last final exam or by Tuesday, May 8, 2012, by 11:00 AM, whichever comes first**, unless you are a graduating senior, or are working the various Commencement activities and have permission to remain on campus. In that case, the halls close by 11:00 AM on Sunday, May 13, 2012. Residence Life will verify with the appropriate offices those residents allowed to stay late for these reasons.

Please check that each item below has been completed before vacating your room. There will be a \$5.00 fine assessed for each item not completed.

- 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
- 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 (with building and room keys/ swiper inside the envelope) has been attached to this form

Once these items have been completed, please sign below. Attach the key envelope with your building and room keys, and return everything to the Office of Residence Life by 5:00 pm (Monday-Friday), or to Public Safety after 5:00 pm (or on Saturday or Sunday).

**I agree to waive all rights as they relate to damages which may be assessed and charged to my student account. I understand that I will not be able to appeal damage charges by choosing to use Express Checkout. I understand that a Residence Life staff member will complete the Room Condition Report (RCR) after I have handed in my keys. I also agree that any items remaining or left behind will be considered to be abandoned and disposed of at my expense.**

\_\_\_\_\_  
Print your name

\_\_\_\_\_  
Building & Room Number

\_\_\_\_\_  
Sage ID Number

\_\_\_\_\_  
Your signature

\_\_\_\_\_  
Date