Residence Hall and Apartment Checkout

Summary/Purpose: This policy explains the procedures students must use when moving out of their residence hall room or apartment and what happens to abandoned property.

Two options are available to residents who are checking out of their rooms: Check-Out by appointment with a Resident Assistant (RA) (available anytime during the year) or Express Check-Out (available only in May). To check out of the room by appointment, schedule a time with the RA or another RA in the building/area. The RA will record any changes to the room on the Room Condition Report (RCR). Charges may be added later by Residence Life staff during the final inspection. The room key will be returned to the RA. Failure to check out of the residence halls or apartments using one of the methods listed above will result in a $25 improper check-out fee.

Express Check-Out is only available at the end of the spring semester. To utilize the Express Check-Out option, students should pick up an Express Check-Out form from an RA, Residence Hall Desk, or the Office of Student Housing and Residence Life. After completion, the form with the key should be submitted to a desk receptionist. Students selecting express check-out waive the ability to dispute damage charges assessed by Residence Life Staff.

Items left in a residence hall room or apartment after a student is believed to have vacated will be considered abandoned property and disposed of immediately. The removal charges associated with abandoned property will be billed back to the resident. The Department of Student Housing and Residence Life is not responsible for the return of disposed property deemed to be abandoned.

Northgate residents should contact the Northgate Manager for a check-out appointment. The Apartment Inspection Form will be used in place of the Room Condition Report.

Express Check-Out is available to Village Residents throughout the year. Village residents should contact the Village Manager for a check-out appointment or may pick up an Express Check-Out form from the Office of Student Housing and Residence Life. After completion, the Express Check-Out form should be returned to the Office of Student Housing and Residence Life along with the keys to the apartment.