

Whitworth Express Checkout

RETURN THIS COMPLETED FORM **AND** YOUR ROOM KEY TO:

- **Alan Jacob**, Housing Office, Whitworth University,
300 W Hawthorne Rd, Spokane, WA 99251

(or use the drop box outside of Student Life in the HUB)

**If mailing this form and room key, we *strongly* recommend insuring the post;
a key lost in transit will be billed to the student at a rate of \$50/key.**

Express Checkout is an option for those who need to move out at a time when no RA is available to help. Express Checkout requires a resident to **a)** Remove all his/her belongings from the room, **b)** Completely clean the room as directed below, **c)** Complete and sign this form, and **d)** Turn in the room key to his/her RA (or mail it to the address above. Failure to do any of the above will result in additional charges being added to the student's account.

Name: _____ ID: _____

Building & Room #: _____

Room key included (circle one)? Yes No

Comments about your room: *Please note here if there is any damage of which you are aware:*

NOTE: If a roommate checks out after you and leaves a mess/damages, the Housing Office may not be able to determine who is responsible. By signing this form, you are waiving your right to debate the decision of the Housing Office. If you forget or refuse to sign, your use of the form infers your agreement to waive your rights to dispute any damages that may be assessed.

My use of this form and my signature below indicates that I believe my room/suite/pod/house to be empty, clean, and free of damage (other than what was indicated on the initial Room Inventory). I waive my right to dispute any charges assessed to me for damages or cleaning.

Signature: _____ Date: _____

Adequate cleaning of a room includes:

- All floors need to be **swept** or **vacuumed**.
- **Windowsills and all furniture need to be cleaned** and wiped down, both outside *and* inside.
- **All drawers need to be empty** of all contents and cleaned.
- All pictures, tape, staples, nails, tacks, etc. need to be **removed** from the walls and all stains need to be cleaned. **Do not fill any holes in your wall.**
- **Kitchen cupboards and sinks must be cleaned** and washed thoroughly.
- **The entire bathroom (showers, toilets, sinks, floors, walls, etc.) needs to be thoroughly cleaned.**
- University-owned room refrigerators must be cleaned out and defrosted.
- **Lofts need to be taken apart with just the loft pieces taken to the building's main lounge.**
- You are also responsible for the hallway area outside your room. Remember to vacuum the hall floor around your entry door and clean the marks made to the wall outside your entrance.
- **Personal carpet and furniture need to be properly disposed of off campus and is not the university's responsibility. A \$100 charge is given to the owner(s) of any improperly disposed of garbage.**
- Dispose of all general trash in the dumpsters outside of your hall; **do not place it in the hallway, even temporarily.** Leaving trash or furniture in the hallway is a fire hazard and will result in a fine.
- **You must turn in your room key when you checkout.** If the proper key is not turned in at the time of checkout, a **\$50** charge will be added to your student account.

