

**Drew University Office of Residence Life - Express Checkout Form**

To utilize the express checkout option, please complete all of the information below. Place your key inside the envelope and seal it. Return this form and envelope to the 1) Your RA or 2) Your CRE.

|                    |                     |               |
|--------------------|---------------------|---------------|
| Last Name (print): | First Name (print): | Drew ID:      |
| Building:          | Room #:             | Cell Phone #: |

I acknowledge it is my responsibility to remove ALL of my personal belongings and trash according to the checkout procedures. My room and common areas must be left clean, in good condition, and with all furnishings in their original places to avoid assessment of additional charges. I further understand that I need to deliver this form and my key to Residence Life/Student Engagement Staff to avoid an improper checkout fee and/or lock change. I understand my room and common areas will be inspected and reviewed for damaged. **Lastly, I understand that by performing an Express Checkout I agree to abide by all closing procedures and waive my right to appeal any damage charges that are assessed on my student account.**

|                            |        |           |
|----------------------------|--------|-----------|
| Best Address to Reach You: |        |           |
| City:                      | State: | Zip Code: |
| Student Signature:         |        | Date:     |