

Express Checkout Instructions

- Before returning your key(s):
 - **REMOVE** all personal belongings from room
 - **CLEAN** the entire room, floor and furniture surfaces
 - **CLEAN** Suite bathroom & hallway (G&H/New Hall Building only)
 - **RETURN** furniture to move-in condition (MUG style, except G&H Building)
 - **CLOSE** windows
 - **OPEN** blinds/curtains
 - **THROW OUT** all trash
 - **TURN OFF** lights
- The black drop box and key envelopes in the lobby are provided to return your room key (*pictures of aforementioned items shown below*).
 - Before dropping the key(s) in the box, placed the key(s) in the envelope provided, complete the information on the front of the key envelope and seal it closed using the peel off fold on the rear. **If you lost your key, please still fill out the information on the yellow envelope and write, “lost key” on it.**
- Simply drop your completed key envelop in the drop box to return your key. **Students who fail to return their room key will be accessed an improper check out fees and/or lost key fees.**
 - You must return the correct keys that were provided to you during check in. You cannot just return any key to avoid being charged.
- By participating in an express check out, you acknowledge that you waive your right to petition any room damages and/or charges discovered after your exit from the residence halls. A member of the OHRL staff will conduct a walk-through of rooms participating in the express check out process to complete a room condition report.
 - *Should your account be charged for any damages and/or trash left in the room, photos will be taken as justification for the charge. Therefore, it is strongly suggested that you double check your room prior to returning your key. You will not have access to your room once your key is returned.*

