Office of University Housing
101 North 34th Street
Philadelphia, PA 19104
Phone: 215.895.6155
Fax: 215.895.6225

Express Check-Out Form
34th Street Housing

Name: _____ Drexel ID Number: _____

Date: _____ Time: _____ Building: _____ Room: _____

Please READ and INITIAL the following statements:

I understand by initializing the statements below, I agree to the terms of an Express Check Out.

_____ **I have removed all of my belongings and trash from the room.**

_____ **I have cleaned my room.**

_____ **All of my assigned furniture is in its original, assembled positions.**

_____ **I have removed all posters and stickers from the walls, door, furniture and windows.**

_____ **I understand that the House Director will conduct a final inspection of the room after I leave to determine if any damage has occurred beyond normal wear and tear.**

_____ **I understand that if any damage is assessed to my room, I WILL NOT BE ABLE TO APPEAL THE CHARGES.**

_____ **I understand that if proper check-out procedures, as set by the Office of University Housing, are not followed I may be fined $50.00 for improper check-out.**

Cable Box Number: (starts with GI or M): _____ Remote? Y or N

By signing below, you agree to and understand the terms of an Express Check Out. You will not be able to appeal any charges for damages or missing items.

TAPE KEY HERE

_____

Student's Signature Date Key Code Number: _____

UH Staff Use Only:

Received by: _____

Date: _____ Time: _____

Key Returned: Y N

House Director Use Only:

RCR Completed: _____

Date: _____ Time: _____

Cable Box verified: Y N

Please slide this form – with your key – under your house director's door