



# CHECK OUT PROCEDURES & FINES:

Follow these check out procedures.

- ☑ Clean your room/suite. The room/suite should be cleaned upon departure. No trash or belongings should be left in the room/suite upon checkout.
- ☑ Remove all objects from walls, windows, closets, drawers, if you used command strips, be careful not to remove the paint, etc.
- ☑ Dispose of all trash in the dumpster outside of the halls.
- ☑ Close and lock windows. Turn off lights and lock doors.
- ☑ **CHECK OUT AT THE FRONT DESK:**
  1. Check out via Housing Self-Service Portal at the front desk
  2. Sign the floorchart at the front-desk 
  3. Turn in your key 

Failure to complete any of the checkout procedures will result in a fine.

- \$100.00 for not cleaning your side of the room/suite.
- \$125.00 for improper checkout.
- \$75.00 for not returning the key(s).

A charge will be made to each room occupant, or charge per suite if extraordinary cleaning is necessary at the end of the academic semester.

**YOU WILL BE CHARGED ACCORDINGLY FOR ANY BROKEN FURNITURE AND FOR ANY MISSING ITEMS**

## EXPRESS CHECK-OUT:

This option provides flexibility and saves time during the busy end of the semester. It allows you to check out at any time, day, or night, within 24 hours of your last exam. If you elect to do an Express Check-Out, please remember:

- 1) Your Resident Director, GA, RL or Residence Life staff member will inspect your room after your departure.
- 2) The Room Condition Report will be referred to during the Staff's inspection, comparing the condition of the room upon your arrival to its condition at the time the staff member is inspecting at the end of the year.
- 3) You will be responsible for any missing items of furniture, etc., damages over and above normal wear and tear, or necessary cleaning. If you have any concerns about damage responsibilities, it is recommended that you choose the Standard Check Out option.
- 4) **Always check out at the front desk.**

*We hope that you enjoy your break!  
Please travel safely.*

## RECEIVING MAIL:

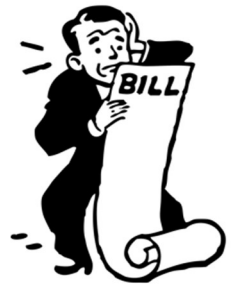
If you want to receive your mail, you must leave a forwarding address with the University Mail Room before leaving for the semester.

## BILLING FOR DAMAGES:

Damage charges will be added to your account in mid-May.

The fees must be paid immediately. An unpaid bill will keep you from receiving transcripts, getting a room assignment for the next semester, or prevent you from registering.).

To minimize fines, please be sure that any damages, and the people responsible for damages, are identified before the end of the year.





## HAVE QUESTIONS?

Contact the office of Housing & Residence Life at 757-823-8407 or e-mail [housing@nsu.edu](mailto:housing@nsu.edu).

We are available from Monday-Friday, 8am-5pm.

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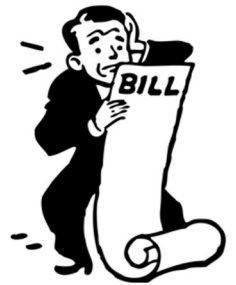
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