

FOLLOW THESE QUICK **CHECK-OUT** STEPS

STEP 1

Before you hand in your keys:

- Remove all belongings from suite/apartment
- Empty trash
- Remove decorations
- DO NOT remove Command Strips
- Clean all common areas, bedrooms and bathrooms.
- Check mailbox
- Check for packages

STEP 2

Complete a check-out envelope.

STEP 3

Place the following keys in the envelope:

- Purple Swipe Card
- Mailbox Key
- Bedroom Key (if applicable)

(Do not turn in your student ID/RameCard.)

STEP 4

Hand in the check-out envelope to the Front Desk during business hours.

STEP 5

If you check out after hours, place check-out envelope in the drop box located in the lobby or by the mailboxes.

Thank you for choosing USH as your home away from home!

