

## EXPRESS CHECK-OUT FORM

All apartment residents will utilize express check out for leases ending December 19, 2022-January 6, 2023. Individual move-out appointments will not be available between December 19, 2022-January 6, 2023.

I understand that by utilizing Express Check Out I agree to the following terms:

1. I waive being present while Apartment and Residence Life Staff check my room or apartment to complete my move-out inspection.
2. I am responsible for any damages and/or cleaning charges assessed when a member of the Apartment and Residence Life Staff and Facilities Maintenance Staff checks my room or apartment.
  - a. I understand that I am responsible for cleaning the apartment. For residents living in Timber Brook or The Heights this includes shared areas of the room or apartment, which may include bathrooms, living areas, and the kitchen. Even if I have a roommate remaining in the room or apartment, I understand that these areas should be clean, though partially occupied by my roommate(s) and/or their belongings at the time of my express check out.
  - b. I understand that I am responsible for cleaning spaces that were assigned specifically to me, which can include my bedroom, closet, furniture, and bathroom. I understand that if I am the leaseholder of an apartment that is leased solely to me that I am responsible for the condition and cleaning of the entirety of the apartment.
  - c. I understand that if I live in an apartment that is rented by the unit that all registered occupants must vacate the apartment when I do and that I am responsible for returning their keys at the time I move out.
  - d. I reviewed the Apartment Move-Out Guide for specific information about how to properly prepare and clean my apartment for move out. The move out guide can be found at: <https://www.uta.edu/campus-ops/housing/living-with-us/apartment-living/move-out>
3. Charges for damages and/or cleaning will be assessed and placed on my student account and be subject to my normal payment terms with the Office of Student Accounts.
4. I will return my room/apartment key and mailbox key by placing it in the envelope provided. Print my name, date and time of when I am turning my key in, complex name and room number, and number of keys returning on the envelope. Seal envelope and return it by 5pm on the day I move out. I will turn in the envelope at the drop box designated for my community on the envelope. Keys not placed in the envelope for return will result in a lock change and charges being added to my student account.
  - a. I understand that the cost to replace my bedroom/apartment key is \$80 and a replacement fee for a mailbox key is \$17.
  - b. I understand that if I do not vacate the by **5pm** I will be assessed an improper checkout fee and may also be charged additional fees per my lease terms and conditions.