



## **Student Check-out Responsibilities**

**Please complete the following list of items before checking out with a Resident Assistant.**

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1. Return furniture to original layout.
2. Remove ALL personal property. Abandoned property will result in a \$100 fine.
3. Wipe down surfaces and drawers.
4. Take out trash and recycling.
5. Wash garbage can and recycling bin.
6. Sweep room and suite area (when applicable).
7. Turn in keys to staff at check out.
8. Check out with an RA during desk hours. (6:30pm-10:30pm Sun-Thurs, 8pm-12am Fri-Sat)
9. You have 48 hours to complete your move or check out. Failure to do so will result in a \$50 improper check out fine.
10. Sign Room Condition Report on the device as the RA checks you out of your room. You will have the opportunity to add any notes you would like in the RCR.

### **Questions?**

**Call the Residential Life office at 701-671-2224**

**or email us at [ndscs.residencelife@ndscs.edu](mailto:ndscs.residencelife@ndscs.edu)**