



# Room Check-Out/ Move Form



Follow the Room Check-out/Move Procedures: <http://housing.caltech.edu/Undergrads/Checkout>

## Leaving Caltech housing?

Please make sure to take ALL your personal items from your room, including non-Caltech furniture and remove any trash/debris. You may incur charges for any damages, missing furniture and excessive cleaning. Once your move is complete, fill out the "Check-Out" information on the attached form and return it in person to the Housing Office no later than 24 hours after your final day of residence. If you are checking out after hours, forms can be returned to the Housing Drop Box (directly to the right of the Housing Office front doors.) Failure to submit this form will result in further housing charges and an improper check out fee.

## Moving to another room?

Once you completely move into your new room, please fill out the "Room Move" information on the attached form and return it in person to the Housing Office no later than 24 hours after your move is complete. If you are checking out after hours, forms can be returned to the Housing Drop Box (directly to the right of the Housing Office front doors.) Failure to submit this form will result in an improper room move fee. You will need to submit this form anytime you change rooms. You should also submit an "On-Campus Move-In Inspection Form" (inventory form). It is the responsibility of every resident to complete and submit this inspection form within one week (7 days) of check-in, a room change or after rotation. The inspection form along with the maintenance request form can be accessed by visiting their website at <http://www.its.caltech.edu/~fixit>.

### Additional Charges/Surcharges:

- Improper Check-out fee for not submitting check-out/ move form or removing all belongings from room - **\$50.00**

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### Housing Office Check-Out Form | Room Move Form

Name: \_\_\_\_\_ UID: \_\_\_\_\_  
Last Name First Name

Last Day of Residence or Move Date: \_\_\_\_\_  Check here if no key issued (combo only room)

#### CHECKOUT

**Checking Out Of**  
House or Address: \_\_\_\_\_  
  
Room Number: \_\_\_\_\_  
  
Current Room Combo: \_\_\_\_\_  
(Please write combo in the form (24) - 3, with simultaneous pushes in parenthesis)

**Forwarding Address** (Do not use your MSC address)  
\_\_\_\_\_  
\_\_\_\_\_

OR

#### ROOM MOVE

**Moved From**  
House or Address: \_\_\_\_\_  
  
Room Number: \_\_\_\_\_  
  
Current Room Combo: \_\_\_\_\_  
(Please write combo in the form (24) - 3, with simultaneous pushes in parenthesis)

**Moved To**  
House or Address: \_\_\_\_\_  
  
Room Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- \* Remove all personal belongings from your room. Items left behind will be disposed of at your expense.
- \* If you are checking out after business hours you can submit this form to our drop box located to the right of our front doors.

FOR CALTECH HOUSING OFFICE USE ONLY			
<input type="checkbox"/> Update Roster	<input type="checkbox"/> Fix It	<input type="checkbox"/> Update Database	DATE: _____ BY _____