



Student Residence Center

S. 16th Avenue & Nob Hill Boulevard, PO Box 22520, Yakima, WA 98907-2520
 P: 509.574.4885 • src@yvcc.edu • www.yvcc.edu/housing

Check-Out Agreement

You must officially check-out of your room with the housing office and turn in your keys, and key fob. Failure to officially check out, return keys, and key fob will result in a **\$25 fee** for each key and **\$50 fee** for key fob and **loss of your deposit of \$250**. If the resident is not present during check out, SRC staff will use the check list below to determine appropriate damage or cleaning fees.

As I turn in my keys and prepare to vacate my current housing assignment, I acknowledge that it is my responsibility to remove ALL of my personal belongings and trash prior to checking out. My room must be left clean, and in good condition to avoid any additional charges being assessed to my Student Account.

1. **CHECKLIST:** Please mark the correct box below when each task is completed.

| Staff | Resident | Staff | Resident | Staff | Resident | Staff | Resident | Staff | Resident | Staff | Resident |
|-----------------------|----------|---------------------------|----------|-----------------------------|----------|-----------------------|----------|-----------------------------------|----------|-------------------------------------|----------|
| Remove All Garbage | | Remove Tape | | Wipe Down Dresser Drawers | | Wipe Down Mirrors | | Wipe Inside Desk Drawers | | Return Garbage Can to Room | |
| Remove Posters | | Remove Stickers | | Wipe Down A/C Unit | | Wipe Down Windows | | Return Mattress Pad(s) to Bed | | Return Dresser(s) to Original Place | |
| Remove Unwanted Items | | Wipe Down Bookshelves | | Wipe Down A/C Control Panel | | Wipe Down Window Seal | | Return Bed(s) to Original Place | | Sweep Floor | |
| Remove Personal Items | | Wipe Down Top of Dressers | | Wipe Down Inside Closet | | Wipe Down Desk | | Return Chair(s) to Original Place | | Mop Floor | |

- TELEPHONE/CABLE/INTERNET SERVICES:** Be sure to contact QWEST and/or CHARTER CABLE to stop service when you leave. All equipment/property (i.e.; modems) of Charter Cable must be returned by you to their office located at 1005 North 16th Avenue.
- MAIL: Remove your mail from the mailbox.** When you check-out leave a forwarding address for your deposit refund (if applicable) and mail. Be sure to notify all companies, magazines, and family of your new address. **You may go to a post office or visit www.usps.com to forward mail immediately and directly to your new address.** First class mail will be forwarded to the address you leave for up to one year after you check-out.
- REFUND:** Allow **four (4) to six (6) weeks** for a refund to be processed.
- REFRIGERATORS:** If you have a rented refrigerator, you must clean out, defrost, and wipe down your refrigerator and have it ready for pickup at your checkout time. If your refrigerator is not cleaned, there is a **\$25 cleaning fee**.
- ROOMMATES:** Unless a specific student takes responsibility for actions which result in charges, fines or fees, the amount will be equally divided among the occupants of the affected space.
- HOUSING ACCOUNT:** You must pay your account in full by check-out. If your account is not paid in full your account will be sent to the YVC Business Office where collections proceedings will begin. Failure to pay will result in a block on your account and you will not be able to register, receive grades or receive official transcripts.

I further understand that I must personally deliver keys to the Student Residence Center. I understand that failure to return all keys will result in a lock core and-or key replacement charge being assessed to my Student Account. I understand that my room will be inspected and assessed for cleaning and damage costs by SRC staff. I understand that any items left in the room will be disposed of and charges of the removal will assessed to my Student Account. By my signature below, I certify that I have read this Student Residence Center Check-Out Contract in its entirety.

RESIDENT: Fill Out Every Section (Please Print Legibly)

| | | | |
|-----------------------|----------------------------|-----------------|---|
| Resident Signature: | Print Name (First & Last): | Check-Out Date: | Forwarding Address (address, city, state, & zip): |
| Contact Phone Number: | E-mail: | Room #: | |

OFFICIAL USE ONLY: (Staff)

| | | | | | | | | |
|---------------------------|--------------|-------------|------------|---------------------|-------------|-----------------|----------|------------------|
| Room Key: | Mailbox Key: | Key Fob: | Other Key: | Damage/Cleaning \$: | Comments: | Staff Initials: | | |
| Staff Checkout: Yes No | Email Staff: | Room Chart: | Copy: | Delete Key Fob: | Store Keys: | Remove Pics: | Mailbox: | Forward Address: |

Yakima Valley College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance should be directed to the Director of Human Resource Services, YVC, South 16th Ave. & Nob Hill Blvd., Yakima, WA 98902; or call 509.574.4670.