



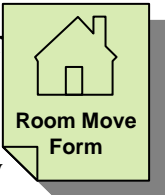
Room Check-Out/ Move Form



Be sure to follow the Room Check-Out/Move Procedures found at-
<http://www.housing.caltech.edu/undergrad/>

Moving from one room to another?

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>.

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Additional Charges/Surcharges:

- Improper Check-out fee for not submitting Room check-out/ move form - **\$50.00**



Room Check-Out/Move Form

*Submit form **ONLY** if you are **COMPLETELY** out of your room*

Name: _____ UID: _____
(Last Name) (First Name)

Last Day of Residence or Move Date: _____ Check here if no key issued

ROOM MOVE

Moved From- _____ Room: _____ Current Room Combo: _____
(House or Address)

Please write combination in the form (24)-3, grouping simultaneous button pushes in parenthesis.

Moved To- _____
(New House or Address)

E-Mail Address: _____ Telephone #: _____

Signature: _____ Date: _____

* Remove all personal belongings from your room! Housing Office will not be responsible for any items left behind after check-out.

*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

Update FixIt Status Fix It Update Database DATE: _____ BY _____