

EXPRESS CHECK-OUT

The Check-Out deadline for 2025-2026 Academic Year housing assignments is:

5:00PM, Wednesday, May 13, 2026

By using this **EXPRESS Check-Out** form you are not extending the Check-Out deadline. Instead, this form allows you to Check-Out when you cannot get to a Customer Service Center in person, or if it is closed.

REMINDER: Failure to Check-Out prior to the above date and time will result in late vacate charges. If you have any questions about checking out of your assignment, please ask at your Customer Service Center.

Resident's Name: _____

ID #: _____ Building: _____ Room/Apt# : _____

INSTRUCTIONS:

1. Read the terms below, then complete, sign and date this form. (Please use a blue or black ballpoint pen)
2. Put all of the keys you have received into an envelope.
3. **Put this completed form in the envelope.** Also include any other documentation, such as damage waivers.
4. Label the envelope **"EXPRESS Check-Out."**
5. Seal the envelope and deposit it into the mailbox or designated drop box at your Customer Service Center.

TERMS:

My signature below confirms that I understand and agree to the following:

- **I have completely vacated the above named room.** Any items left in the unit will be considered to be abandoned and will be disposed of by USC Housing at my expense.
- **I am ultimately responsible for the safe return of all keys.** Any keys not included in this packet when opened by a USC Housing staff member will be replaced at my expense.
- **Any EXPRESS Check-Out packets submitted after normal business hours will be considered to be received on the next business day.** All deadlines and penalties apply.
- **Housing Services accepts no responsibility for EXPRESS Check-Out packets** that are lost, stolen or otherwise misdirected.
- **The EXPRESS Check-Out service is intended only as a convenience, and not as a replacement for checking out in person.** Submission of keys and all Check-Out materials is the sole responsibility of the resident.

Resident's Signature _____ Date _____

CSC Date/Time Stamp

USC Housing

