



Check Out Resident Information Sheet

Name: (Last, First)	Student ID#:	Check In Date:
Preferred Name:	Bed-space:	Check Out Date: Onity Checked Out <input type="checkbox"/>
Phone Number:	BYUH Email:	Check In <input type="checkbox"/> or Transfer <input type="checkbox"/>

Emergency Contact: _____ Full Name

Contact Phone Number	Contact Email	Relationship
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Room Inventory:

<i>Please Rate</i>	CHECK IN				CHECK OUT			
BEDROOM	GOOD	FAIR	POOR	COMMENTS	GOOD	FAIR	POOR	COMMENTS
Screens								
Windows								
Curtains								
Mattress								
Bed Bug Cover								
Bed Frame								
Drawers								
Bulletin Board								
Wardrobe								
Desk								
Chair								
Trash Can								
Carpet								
Door								
Room Lights								
Bathroom								
Name Tag								
KITCHEN								
Stove Top								
Kitchen Screen/Door								
Refrigerator								
CLEANING SUPPLIES								
Broom, mop, dustpan, bucket								
Liquid cleaner (3 bottles)								
Kitchen trash can								

My signature on this form indicates that I agree to read and follow the policies in the Hale Handbook that can be obtained from the housing office or RA office, online at www.housing.byuh.edu, via email at housing.byuh.edu, or requested by phone at 808-675-4983.

If you are unable to sign this form, submission via email to your RAs is the equivalent to a signature.

Check-In Resident Signature Date

Check-Out Resident Signature Date

 R.A. Signature Date

 R.A. Signature Date

Check In Online Form Submitted

Check Out Online Form Submitted