**check-out form**

1. **Student Information:**

Name:

Student Number:

Safety box number:

Major:

Current apartment number:

1. **Reasons to leave:**

**………………………………………………………………………………………….………………………**

 **Removing all my personal items from the dorm, apartment and safety box.**

**Date:**

**Signature:**

**Returned items:**

|  |  |  |
| --- | --- | --- |
| **No** | **Item** |  |
| **1** | **Sleep package(Bed Sheet, Pillow, Quilt)** |  |
| **2** | **Hangers(2)** |  |
| **3** | **Main door key** |  |
| **4** | **Closet key** |  |
| **5** | **Residence card** |  |
| **6** | **Safety box** |  |

**Damaged objects:**

**1. 2. 3.**

**4. 5. 6.**

**Date: Signature of supervisor:**