

NUS COLLEGE

18 College Avenue East, Singapore 138593



WEST WING ROOM CHECK OUT FORM

FULL NAME :	_____	MATRICULATION NO. :	_____					
COLLEGE :	<table><tr><td>CENDANA</td><td>ELM</td><td>SAGA</td></tr><tr><td><div></div></td><td><div></div></td><td><div></div></td></tr></table>	CENDANA	ELM	SAGA	<div></div>	<div></div>	<div></div>	ALLOCATED UNIT : _____
CENDANA	ELM	SAGA						
<div></div>	<div></div>	<div></div>						
EMAIL ADDRESS:	_____	MOBILE NO. :	_____					
CHECK-OUT DATE :	_____	CHECK-OUT TIME :	_____					

INDEMNITY CLAUSE

1. I agree to accept full responsibility for any loss / damage found in my room and I will be charged for any missing / damaged inventory items
2. The Housing Services will discard any items not removed from the room and no claims can be made.

PROPER CHECK-OUT PROCEDURE

The following have been carried out :

- ☐ All furniture is shifted back to their original positions
- ☐ Turned off all electrical switches in my room (lights, fan, air-con)
- ☐ Cleared all personal items and trash in my room / suite, including in my cupboards, drawers and toilet
- ☐ Removed all items I am liable for from the suite or common area, including, if any, bulky items
- ☐ Checked against the inventory list and reported to Infra, for any faulty or missing items
- ☐ Locked both my room and suite on my way out
- ☐ Returned my Yale-NUS Access card to the Residential College office
- ☐ Returned my suite letterbox key and collected the deposit of S\$10 (if applicable)

INDEMNITY CLAUSE

Rooms must be cleaned and left in move-in condition or fines may be incurred. All belongings must be removed from the room and common areas or they may be discarded. Students will be charged accordingly if additional cleaning or painting is required due to damage. In the event that it is impossible to distinguish which roommate is responsible for damage, all roommates will be charged an equal share of the costs. Fines will be imposed for any violations.

Resident Signature / Date

FOR OFFICIAL USE ONLY

NUSC WEST WING Check-Out Acknowledgement :

Staff Signature / Date & Time