

Maharishi University of Management

Enrollment Center • Fairfield, Iowa 52557

ON-CAMPUS STUDENTS • HOUSING DEPARTURE FORM

Name: _____ • Student • Other _____

Student I.D.#: _____

Building: _____ Room: _____ Date leaving room: _____

Reason for departure from M.U.M.: _____

Forwarding address:

Street: _____

City: _____ State: _____

Country: _____ Postal Code: _____

• I do not owe any charges to the M.U.M. Library.

Please have Librarian sign here: _____

Check-out Procedure (check off each item as it is completed): (Fine of \$25 or more if not done)

- Clean room, including mirrors, desktops, sink, counters, drawers, closets, shelves, and if necessary, the walls.
- Take trash to dumpster.
- Vacuum carpet.
- Obtain the signature of your Resident Advisor or building manager. Have the RA or building manager review the room inventory.
- RA signature:** I have checked room and I will return inventory form to Housing.
_____ Date: _____

- Lock the room. Return the key to the Housing Office.
- If you have any M.U.M. linen, blankets or pillows, return them to the Housekeeping Office in Verrill Hall.
- Return this form to the Housing Office, together with your keys.

I have completed these steps.

Your signature: _____ **Date:** _____

For Housing Office use only:

Key return: _____ Date: _____ Charges: _____

Housing Official: _____ Date: _____

To Mailroom