**Check-out Notice**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Room No. |  |
| Institute Department |  | Center |  |
| Contact information |  | Check-out Date |  |
| Dormitory Supervisor Confirmation |  | | |

\* Archived by Department of Human Resources for confirmation of employee check-out procedures completion. Based on the check-out date, accommodation fees will cease to be charged.

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**Check-out Notice**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Room No. |  |
| Department |  | Center |  |
| Contact information |  | Check-out Date |  |
| Inspection Items | □ Air conditioner □ Water heater □ Furniture □ Room card | | Water Meter: |
| Electricity Meter: |
| Other Notes: | | |
| Deposit Refund and  Check-out Confirmation | I hereby confirm the refund of deposit of \_\_\_\_ yuan, and acknowledge the completion of the check-out procedures.  Signature: | Dormitory Supervisor Confirmation |  |

\* Archived by Dormitory Administrator