

STEP BY STEP

How to submit a Check Out Agreement

1

Login to your housing portal

SCU HOUSING PORTAL
SANTA CLARA UNIVERSITY

Login

Login
Welcome to the SCU Housing Portal!

First time here? If this is your first time accessing the new SCU Housing Portal, you will need to complete the "First Time Password Set" process below.

If you're a regular on our portal, please enter your email and password to access the housing portal.

Forgot your password? Click on the "Forgotten Password" link under Login.

First Time Password Set
Click on the First Time Password Set link above to access the housing portal. You will need your email address and Campus ID number to complete this process. Please note: This is a one time set up. After your authentication, you will use your email address and password to access the housing portal.

Please enter your login details below.

Email:

Password:

Remember Login for 1 day(s)

[Forgotten password](#)

2

Locate the Check Out Agreement

SCU HOUSING PORTAL
SANTA CLARA UNIVERSITY

Undergraduate Application Room Inventory Inspection

Impersonation

Check Out Agreement

Contract Cancellation Request

Meal Plan Change Form

Room Change Request Form

3

Click into the Check out Agreement

SCU HOUSING PORTAL
SANTA CLARA UNIVERSITY

Undergraduate Application Room Inventory Inspection Submit Work Order Log Out

Check Out Agreement

This form is ONLY to be completed when you are checking out of your room/unit for one of the following reasons:

- End of Year:** At the end of the academic year, all students must complete the Check Out Agreement Form once you have vacated your room/unit.
- Room Change:** You are approved for a room change. You have completely vacated your current space and are in your new room.
- Cancellation:** You are approved for a cancellation. You have completely vacated your room/unit.

Please select a booking from the options below.

Fall 2021
(9/27/2021 - 12/10/2021)
Casa Italiana Suite Double

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Fill out the Agreement, Sign & click Submit

Check Out Agreement Form
Current Check Out Date: 12/10/2021

By electronically signing below, and checking "I Agree" for each line below, I acknowledge that:

I have swept and mopped the floors, vacuumed carpets, wiped down all furniture, cleaned walls, windows, blinds, and trash/recycling receptacles, reset my room to the original move-in condition including resetting my bed to middle height (UVIL bunks or forced lots do not need to be reset by residents) and if applicable, cleaned all kitchen and bathroom areas in my assigned space. If I have any questions or need clarification, I must talk with a Housing/Residence Life staff member.

I agree

Before I vacate and lock my assigned space, I acknowledge that it is my responsibility to remove all of my personal belongings and trash prior to checking out. Any items that I leave behind may result in cleaning charges and will be discarded by Housing and Residence Life staff.

I agree

A Housing and Residence Life staff member(s) will complete post check out assessment walk(s) of my assigned space. All damages/cleaning charges identified during these walks will be documented and appropriate damage/cleaning charges generated. If any damages/cleaning issues are found, I acknowledge and accept any charges that will be billed to me for any damages/cleaning needs found in my assigned space.

I agree

Damage/cleaning charges that I am solely responsible for will be billed directly to my student account. Damage charges that cannot be attributed solely to me (e.g. damages found in a common area of an apartment) will be split and billed equally amongst all of the assigned occupants of the shared space.

I agree