

Take the Stress out of Housing Check-Outs with L.A.M.'s

## ***Express Check-Out Envelope***



Residence life staffs in many colleges find the housing check-out process to be very stressful, at best. Handling such issues as matching keys to paperwork and long lines of students contribute to making the check-out process a nightmare.

L.A.M. has developed a simple method for reducing long lines and misplaced keys. The attached ***Express Check-Out Envelope*** allows your students to vacate their housing assignment without waiting on line to be checked out by your residence life staff.

- The students simply fill out the ***Express Check-Out Envelope***
- Insert the key inside the envelope
- Seal the envelope
- Drop the envelope off at the residential life office
- Maintain the yellow copy for his or her records

Information that is needed for check-out is on the face of the envelope with the room key located inside the envelope. Misplaced keys and long lines at the housing office are eliminated.

L.A.M.'s ***Express Check-Out Envelope*** can be customized to meet your specific needs. Call us at 631-254-6600 to obtain more information on how this innovative product can help make the housing process less stressful.