Overlook South
Express Checkout Instructions

Welcome to William Paterson’s Express Checkout. Please follow the instructions below to ensure that your checkout is done correctly and quickly. If you have any further questions, please see a Residence Life Staff Member.

Please note, express checkout is only one of your options. If you would prefer to have a staff member present, please go to your area office during the posted checkout times.

1. Pick up an express checkout envelope located at your building’s front desk or in your area office.
2. Complete all the information on the front of the envelope. Do not leave any section blank or you could be charged an improper checkout fee.
3. Remove the white top copy from the envelope. This will be your receipt, so make sure you hold onto it.
4. Place all keys (mailbox/room/apt) in the envelope and seal it. Please do not place ID cards in the envelope.
5. Drop your express check-out envelope in the box located on the wall across from the elevators on the ground level.
6. Choosing Express-Out, final inspection and assessment of damage beyond usual “wear and tear” is non-disputable.