

**The Home of Peace of CESNA**

北美中華福音神學院——和睦之家

**Check-out procedure**

退房程序

1	Chinese name	
2	English name	
3	New mailing address	
4	Phone	
5	E-Mail	
6	Lease duration	<input type="checkbox"/> Full term <input type="checkbox"/> No limit <input type="checkbox"/> Other _____
7	Room no	
8	Check out	Date _____      By staff: _____ Missing item: _____ Damaged item: _____ Key return: <input type="checkbox"/> Yes <input type="checkbox"/> No      Deposit deduction: \$ _____

Tenant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Administration Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Office use only (by Eric Ng)	Return amount \$ _____ (deposit \$      utilities \$      rent \$      )
	Last rental and utilities payment: _____
	Check issued date: _____