

University Housing Services

May Closing Check-out Procedures for Resident- Apartments/Suites

The 2017-2018 license agreement ends at 12:00PM on Sunday, May 27, 2018. Residents are encouraged to check-out 24 hours after their last final, or on or before May 27th at 12pm, whichever is sooner. If you do not **properly check out**, or check out late (unless approved for late check out), an improper check out fee of \$50.00 will be assessed.

Complete the following steps in order to check out by May 27th:

- Sign up for a Check out Appointment- starting May 1st and you must sign up by May 15th- RA will post a sign on their door. Appointments must be made by May 15th and/or 48 hours before check out
- Fill out an extension form request (if necessary) between May 1st and May 9th
- 24 hour Quiet Hours begin at 10pm on May 14th
- Un loft/un bunk your bed and have it returned to its original position by May 15th
- Things to be completed
 - If you have a bike locked to one of the many racks around the residence halls, make sure to take it with you.
 - Return your Roku box to the CVB first floor Computer Lab during their operating hours, before you leave campus for the summer.
 - Keep your WASH laundry card if you are returning to Housing next year in the Fall. If you are not returning, please use all the money on the card and return the card to your RA when you check out.
 - Fill out the Mail Forwarding information on the Housing website under Mail Information- only first class mail will be forwarded and only for 3 months. If you are returning to Housing in the Fall, mail will remain in your mailbox, it will not be forwarded over summer.
- Remove all personal belongings from your room- everything must be out before your check out appointment begins. If you are not ready at the beginning of your appointment time, the RA will leave, and you will have to schedule another appointment time.
- Return all furniture in the room to its original location
- Vacuum the carpet, including under furniture
- Mop/sweep all floors, including under furniture
- Wipe down and clean all desktops, dressers, drawers and shelves
- Remove all items from all closets and drawers and wipe and clean the inside of all closets and drawers
- Remove all large items for trash and recycling to the outside dumpsters- they will be located outside of each residence hall and in the Campus Village Garage- other smaller items may be placed in the hallway trash rooms as long as items are in garbage bags
- Meet with your RA and turn in your key, and access card and review and sign your room inventory form