PROPER CHECK-OUT PROCEDURES

If you are leaving *The Village Apartments* at the end of your contract period, or if you are moving to another apartment at *The Village*, you need to follow these procedures when you check out of your current apartment:

1. Clean your bedroom, bathroom and shared living space (vacuum, mop and wipe down all surfaces). Clean all kitchen appliances inside and out (oven, microwave, dishwasher and refrigerator).
2. Remove all of your belongings from the apartment prior to your scheduled check-out time.
3. Have your bedroom key and mailbox key ready to hand in at the time of your check out and turn in all temporary swipe cards that you have been loaned.
4. Be on time for your check-out appointment. Wait for a *Village* staff member in the apartment you are checking out of. If you are not present for your appointment you may be assessed an improper check-out charge.
5. Complete a change of address form from *The Village* Office and turn in your mail key when you check out.
6. If you know that something in your apartment is damaged, please tell a *Village* staff member before your check-out time so that charges may be assessed to the individual responsible; otherwise all roommates will split the charge evenly.

For a full list of common repair charges, please visit: www.gcsu.edu/housing and click the link for closedown information

You will receive an email confirming your contract end date.

All shared living space must be cleaned each time someone from the apartment checks out.

**Special Note**

If you are taking a summer class that extends beyond your contract period, you must come to *The Village* Office with a copy of your summer schedule and complete a Housing Extension Form. You may extend your housing contract only if you are taking classes that extend beyond the end date of your contract, if you are NOT returning in fall 2016.

**SUMMER CLASSES**

**May Term**  
Mon., May 9 - Fri., June 3

**June Term**  
Mon., June 6 - Thurs., June 30

**July Term**  
Mon., July 5 - Thurs., July 28