



END OF THE SEMESTER CHECK OUT MEMO

TO HELP AVOID CHECK OUT FINES, BEFORE LEAVING, YOU SHOULD:

1. DISCUSS AND PLAN CLEANING WITH YOUR ROOMMATES. DISPOSE OF ALL TRASH IN OUTSIDE DUMPSTERS. **(THERE WILL BE A FEE PER BAG FOR ANY TRASH LEFT)**
2. CLEAN ALL SURFACES, SWEEP/MOP FLOORS, CLEAN OUT THE REFRIGERATOR, AND DISPOSE OF ANY PERISHABLE ITEMS.
3. REMOVE ALL PERSONAL PROPERTY NEEDED FOR THE BREAK. **(UNIVERSITY HOUSING IS NOT RESPONSIBLE FOR ITEMS LEFT OVER THE BREAK OR ABANDONED PROPERTY)**
4. CLOSE ALL ROOM WINDOWS AND BLINDS, TURN OFF LIGHTS AND LOCK ALL DOORS.
5. THE COMMON AREA, THE SPACE THAT ALL RESIDENTS SHARE, MUST BE CLEAN. **(EVERY PERSON CAN BE FOUND RESPONSIBLE IF THE COMMON AREA IS NOT CLEAN OR ITEMS ARE LEFT BEHIND)**

CHECK OUT RESOURCES

CHARGE LIST



ELECTRONIC RCR (EXPRESS CHECKOUTS ONLY)



HOW TO SCHEDULE A CHECK OUT APPOINTMENT



REMINDERS

- Central Campus Residence Halls Close on Friday, May 9th at 6 pm.
- The Village Front Office will close at 6 pm.
 - Summer Office Hours: Monday - Thursday 8 am - 5:30 pm & Friday 8 AM to 12 PM.
- If you are not checking out, **you are still responsible for cleaning your apartment prior to leaving.**

CHECK OUT WITH A COMMUNITY ADVISOR

Schedule a checkout appointment. Clean your room prior to leaving.

Review Your Contract For Your Move Out Date

- Bridge Students by May 31st
- Spring 2025 Entry Students By June 30th
- Remainder of Students by July 31st

EXPRESS SELF-CHECK OUT

Obtain an express check-out envelope from the Village Front Office. Complete the front of the envelope legibly, then insert all keys. Complete and submit the **required** electronic RCR by using the QR code above. **Turn in your keys to the Village Front Office before leaving.**

If you check out after business hours, contact the CA on Duty to turn in your key.

HAVE A GREAT SUMMER!