

The Village Check-out procedures for Spring 2019

Please visit www.gcsu.edu/housing for additional details.

The guidelines below will assist you in the check-out process if you have renewed your contract.

- You will receive an email with your contract end date.
- Check-out appointments for students living at the Village can be scheduled at: villagecheckout.youcanbook.me (case sensitive).
- Failure to schedule or keep your appointment will result in a minimum \$25 charge for improper check-out.
- **All shared living space must be cleaned each time someone from the apartment checks out.**

Prior to check out, you must:

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.

***Failure to follow these directions will result in additional charges.

At your scheduled appointment:

- Your CA will compare the condition of your room to that documented on the original Room Condition Report completed upon move in.
- Any damages will be assessed according to the Damage Charge Sheet (available at gcsu.edu/housing/housing-contracts-and-forms).

If you have any questions, please contact your CA, Community Director or call our office at 478-445-1400.



Office Hours
8 a.m. - 6 p.m. Mon. - Fri.

Duty Phone 1-4
478-227-0213

Duty Phone 5
478-227-0214

Duty Phone 6
478-227-0217

Additional Information.

- If you are graduating or leaving the university and not returning as a student, you may request a refund of any unused CatCash in your account by submitting a request to the Bobcat Card Office (located in the MSU). You may contact the Bobcat Card Office at 478-445-2273.
- 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 2019.