

MOVE OUT/CLEANING CHECKOUT REMINDER

WILLOW RESIDENTS/CAMDEN Check-In/Out Procedures • All residents are required to check into their dormitory by presenting a state issued photo ID or valid passport and student ID card to the Department of ROFM Staff. The resident must check into the room; a parent or friend may not complete the paperwork portion of the process for the resident. • Residents will be issued a room key during check-in. Residents must also complete a room inventory sheet. The resident will be accompanied by a Resident Advisor (RA) and document on the inventory sheet damages, missing furniture, and any other irregularities in the room. Residents are responsible for and will be subject to billing charges for damages not reported at the beginning of their occupancy. **Please note, failure to document the inventory sheet makes a resident ineligible to contest any damages at check-out.** • **At check out**, residents must schedule a time to meet with a staff member who will check the student out of their room. Residents must accompany the staff member during the room inspection and complete the check-out portion of the room inventory sheet. • **Residents are responsible for returning their room key at check-out and rooms must be returned to their original condition (i.e. floors mopped, dusted or vacuumed, furniture back in place and dusted, trash removed).** Failure to follow these procedures may result in the student being assessed a fee for the cleaning of the room, replacement of key(s), and continuation of room fees. • Residents are responsible for removing their personal property from their dormitory room, the building, and the University premises any personally owned property used during their occupancy. If a resident does not remove their belongings, it will result in improper check-out charges, in addition to time-and-effort charges by the University. Cleaning charges which are assessed for a dirty room, removal charges will be assessed for property such as tables, chairs, sofas, refrigerators, street signs, bricks, lumber, and similar items that by their nature cannot be disposed of through the University trash disposal system and/or require additional effort to remove. Damage Charges The following list contains charges assessed for damage to or replacement of Residence Hall property. This list is not intended to be comprehensive or exclusive and could also result in disciplinary actions. Charges are complaints computed on a time and materials basis. Please be aware that charges are subject to change and appeals may be filed with the Housing Coordinator within 30 days of check-out. For more details on the appeals process, please reference the Departmental Standards Accountability Process. Minimum charges listed are based on time and materials. Actual charges will be based on real time and materials costs. **Page 11 and 12 of the student handbook shares the cleaning fees.**

UNLESS YOU HAVE COMPLETED YOUR HOUSING SUMMER APPLICATION. THE LAST DAY TO MOVE OUT IS MAY 20TH CAMDEN APARTMENTS!!!!!!!!!!!!!! IF YOU ARE CONSIDERING TO STAY ON CAMPUS, PLEASE COMPLETE THE SUMMER HOUSING APPLICATION TO RESERVE YOUR SPOT. ROOMS ARE VERY LIMITED.