TO: All Residents
FROM: Office of Housing Administration
DATE: May 2, 2012

"HOW TO CHECK OUT OF YOUR ROOM"

All residents should complete the on-line survey located at http://sdsu.edu/housing. To access the survey click on “Move-Out.”

Now is the time for you to begin thinking about the end of the year and CHECKING OUT of your room. This can be a very simple process, if you plan ahead. Your Residence Hall contract states that you are to move out by 8:00 pm THE DAY OF YOUR LAST FINAL, or 8:00 p.m. on Thursday, May 17, 2012, whichever comes first. The only exception is for graduating seniors. Graduating seniors must contact their Hall Coordinator with proof of graduation status to arrange their checkout date.

TO CHECK OUT, you will need to make an appointment with your RA or choose the Express Checkout option. (If you fail to do this, or turn your key/card to the Express Checkout box, you will have last priority to check out and will be charged $15.00 for improper check-out.)

HOW TO MAKE IT A SIMPLE PROCESS

Before the checkout appointment, you will need to have the following completed:

a. Pack up all of your belongings and have them OUT OF THE ROOM.
b. Clean the room (some cleaning supplies are available at your hall desk):
   • windows
   • window sills
   • floor (sweep/mop)
   • drawers (dusted)
   • shelves (dusted)
   • closets (sweep)
   • under bed (sweep)
   • beds unbunked
   • empty trash
   • empty bathroom locker
   • microfridge (cleaned) defrosted & plugged in
   • furniture tops (dusted)
c. Remove all stickers from furniture, walls, doors, and windows;
d. Make sure all furniture is in the room and properly arranged/assembled (see the floor plan on the attached page), and that the pillow, bed pad and blanket are present (leave in room). Be sure if your furniture was bunked that it has been unbunked. Turn in your bunking mechanisms at the front desk.

WHAT NOT TO DO

You will NOT BE CHECKED OUT and will have to make another appointment or be charged for an improper checkout (at your RA’s convenience) if: YOUR BELONGINGS ARE NOT OUT OF THE ROOM; YOU HAVE NOT COMPLETED CLEANING THE ROOM; OR, ALL FURNITURE IS NOT IN ITS PROPER PLACE.
IF YOU PLAN TO CHECK OUT WITH YOUR RA, HOW TO KNOW WHEN YOU ARE DONE
After your room has been checked, you must give your RA the following items:
(1) your keys and swipe card (you must have the exact keys that were issued to you)
(2) Your mail will be forwarded to your mailing address in your SDSU WebPortal.

You will then sign the Intent to Vacate form, which will indicate your damage/missing item charges (you will be given a copy). You will be billed for damage charges, if any, on a Student Statement on the WebPortal from University Cashiers. (Additional charges may be assessed if damages caused during the year are found during final inspections by RA's and RHC.) This will take about 3 to 6 weeks. That completes the process. HAVE A GREAT SUMMER!!!

OTHER IMPORTANT THINGS TO REMEMBER
IF YOU HAVE CARPET IN YOUR ROOM, YOU ARE RESPONSIBLE FOR REMOVING IT BEFORE YOU WILL BE CHECKED OUT. If you live in ZURA, this means rolling it up tightly and placing it in the indicated area on the landing outside your house. If you live in TENOCHCA, it needs to be rolled up and taken down to the quad between the laundry room and the building, and put on the cement area (not the grass). REMEMBER THAT CARPETS WILL NOT FIT DOWN THE TRASH CHUTES!! If you live in a RED BRICK HALL, CHAPULTEPEC or UNIVERSITY TOWERS, carpets should be placed next to the trash dumpsters.

If you have a key for the BIKE BARN turn the key into the Office of Housing Administration before you leave or you will be charged for the key replacement. If you have a vertical bike locker at Chapultepec, be sure to remove your lock.

DON'T FORGET to cancel newspaper and magazine subscriptions, update your address in your SDSU WebPortal. We will only forward first class mail.
RED BRICKS DOUBLE ROOM