



1760 Resident Check out List

Read this information carefully

Schedule a check out appointment

- From May 4, 2010 – May 11, 2010 calendar of sign up dates and times for check outs will be available in the LIM College Housing & Residence Life office.
- If you cannot find an available time to check out with a staff member, contact Allison.Baptiste@limcollege.edu to schedule a check out time.
- All students must be scheduled to check out no later than 24 hours after their last scheduled spring 2010 final exam according to the published schedule.
- The official spring 2010 final exam schedule is posted in the LIM College computer lab. It can also be found on the student shared drive in the final schedule folder.
- You must be checked out NO LATER than Friday May 14, 2010 at 5:00pm
 - If you are not *properly* checked out as stated in the below instructions you will be assessed \$150 improper checkout fee.
- Students with exams scheduled on Friday May 14, 2010 must still be checked out by 5pm on that date.
- If you need to stay past 5:00pm on Friday May 14, 2010 you must request via email to Allison.Baptiste@limcollege.edu no later than 5pm on Monday May 10, 2010. If your request to remain in 1760 after May 14, 2010 is approved you will receive confirmation via email and you will be charged \$50/day or \$250/week with weeks ending on Fridays at 5pm.

Remove *ALL* of your personal belongings before the check out appointment time.

- You will be charged a fee for removal of items left behind.
- If you would like to donate items you are not using: bedding, kitchen items, etc, there will be boxes for donation in the LIM College 1st floor lounge
- Remove all items from walls; if hooks or items are left on walls and cause damage when an LIM College or EHS staff member removes them you will be charged
- All items given to occupants of the room for use should remain in the room when students move out.
- Please make sure you do not take any of the commonly packed up and chargeable items: DVD remote, Cable remote, Modem Power cord, Ethernet cord, shower curtain and hooks, or white telephone with cord.
- Once the check out appointment is complete you will not be allowed back into the room.

Room should be cleaned:

- If the room is excessively dirty you will be charged a cleaning fee. Please discuss cleaning the room with roommates prior to the first person moving out.
- Basic cleaning supplies can be checked out from LIM College Housing & Residence Life office as needed.
- Remove everything from all drawers, and make sure they are free of hair, lint, and debris.

- Clean out wardrobe- leave nothing on top or within...don't forget to double check that bottom shelf!!
- Clean & wipe fridge, freezer, & microwave....leave the ice cube trays for future students!
- Clean toilet
- Wipe shower and curtain, clean and wipe medicine cabinet, & sink
- Remove trash from room and put down trash chute. Large items should be left in the garbage room and EHS staff should be notified to pick it up for removal. **Please do not try to fit large items down the chute.**
- Card board boxes should be flattened and left in the trash room. **Please do not try to throw them down the chute.**

Be present 5 minutes prior to your checkout time.

- Please be patient if a staff member is a few minutes late as we are assisting many students with their checkouts. We will also give you the same courtesy by answering all questions and not rushing your checkout appointment.
- Check out appointments are typically 5-10 minutes in duration.

Room Condition Report Review:

- A staff member will bring the Room Condition Report (RCR) that documented the condition of your room upon check in to your scheduled checkout
- If you do not have a check-in RCR you will be responsible for damages in the room.
- Sign and date the checkout portion of your RCR to ensure that you are not charge for an improper checkout and to verify that you reviewed what is documented on the form.
- If a student would like to assume responsibility for any of the damages in the common areas of the room they must complete the Damage Responsibility Form and hand in to the staff member at their check out appointment.
- An EHS & LIM professional staff member will reenter the room at a later time to determine final damage charges if any.

Mailbox keys: DO NOT PACK THEM UP WITH YOUR BELONGINGS!!!

- Mailbox keys must be returned at time of checkout.
- If keys are not returned at your checkout appointment you will be charged a \$20 replacement fee.

Change your address with: the US Postal office, any magazines or newspapers (even if you change your address with the US Post Office they will NOT be forwarded), and any companies that you have ordered from that delivered to 1760. **WE WILL NOT FORWARD MAIL OR ANY PACKAGES.**

Security Deposit Refund: If you are not returning to 1760 for the 10-11 academic year, your security deposit minus any deductions for improper checkouts, damages, lost mailbox keys, and lockouts throughout the year, will be refunded at the end of July 2010.

- Refund checks will be sent to the address listed in your SONIS account.
- If you do not receive your refund by the end of July 2010 please contact us via email at Samara.Schindler@limcollege.edu.