"HOW TO CHECK OUT OF YOUR APARTMENT"

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 p.m. THE DAY OF YOUR LAST FINAL, or 10:00 a.m. on Friday, May 12, 2017, whichever comes first. The only exception is for graduating seniors. Graduating seniors must contact the Office of Housing Administration with proof of graduation status to request a later checkout.

TO CHECK OUT

You will need to make an appointment with your CA or choose the Express Checkout option. Visit your CAs door before finals week and sign up for a time slot.

Obtain a cleaning and damage responsibility form from the Front Desk or the housing website and discuss and sign with your roommates. Return form to your CA prior to the first person checking out.

Remove all of your personal items and thoroughly clean your space and be ready at your appointment time.

Your CA will collect your keys and perform an initial inspection of your space.

A second inspection will be completed by the RHC after the building has closed. Appropriate damage or missing item charges (if any) will be determined at this time.

Residents who are not able to check out between 8:00 a.m. and 11:00 p.m. should discuss the Express Checkout option with their RA/CA and obtain an Express Check-Out Envelope from the front desk.

HOW TO MAKE THE PROCESS SIMPLE

Before the first person checks out of your apartment have the following completed:

1. Clean the entire apartment. Some cleaning supplies are available at your hall desk.
   Be sure not to miss:
   •windows
   •window sills
   •sinks
   •under bed (sweep)
   •bathrooms
   •walls
   •shelves (dusted)
   •closets
   •floor (sweep/mop)
   •drawers (dusted)
   •furniture tops (dusted)
   •tables/desks
   •empty trash
   •stove/oven
   •microwave
   •refrigerator/freezer (cleaned, defrosted plugged-in)

2. Clean the bathrooms. This includes, but is not limited to:
   •sink/counter
   •toilets
   •shower/tub
   •walls
   •floor
   •mirrors
   •shower curtain (may wash in machine, do NOT use dryer)

3. Clean balconies and hallways.

4. Make sure that all furniture is accounted for and arranged correctly.

5. Remove all stickers from furniture, walls, doors, and windows.
Before your appointment time:

1. Pack up all of your belongings and have them OUT OF THE APARTMENT.

2. Be sure that all furniture is in the room and properly arranged/assembled (see the floor plan). Be sure if your furniture was bunked that it has been returned to its original bunked position. If you are an international student in Villa Alvarado and/or you received a pillow, blanket and bed pad, be sure to leave those in your space.

**WHAT NOT TO DO**

You will NOT BE CHECKED OUT and will be charged for an improper checkout if:

1. YOUR BELONGINGS ARE NOT OUT OF THE APARTMENT;
2. YOU HAVE NOT COMPLETED CLEANING THE APARTMENT; OR
3. ALL FURNITURE IS NOT IN ITS PROPER PLACE.

Note that a hold-over fee will be assessed for every hour you are vacating your space after 10:00 a.m. on Friday, May 12th so it is important to completely check-out and move out before then.

**IMPORTANT THINGS TO REMEMBER**

1. **CARPETS**
   - IF YOU HAVE CARPET IN YOUR ROOM, YOU ARE RESPONSIBLE FOR REMOVING IT BEFORE YOU WILL BE CHECKED OUT.
   - REMEMBER THAT CARPETS WILL NOT FIT DOWN THE TRASH CHUTES!!
   - Carpets should be placed in the large dumpsters in front of buildings.

2. **BIKES**
   - 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 Villa Alvarado, be sure to remove your lock.

3. **MAIL**
   - We will only forward first class mail.
   - Update your address in your SDSU WebPortal.
   - Cancel/forward newspaper and magazine subscriptions.

4. **GIVE IT UP!**
   - DAV donation collection bins will be at each campus housing facility. As you are cleaning out your room, if you have anything to donate, please put it in the bin.
   - San Diego Food Bank collection bins will be located near the front desk/office of your building. If you have any non-perishable food items to donate please put them in the red bins.
   - Every donation helps! Thank you!
FURNITURE LIST FOR ZAPOTEC

Please be sure the following furniture that was included in your apartment is left in your apartment when you move out and in the same position it was when you moved in. Please reference the lists below for a list of bedroom furniture for each apartment type. Thank you!

<table>
<thead>
<tr>
<th>1-Bedroom</th>
<th>2-Bedroom</th>
<th>3-Bedroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>• two twin beds</td>
<td>• four twin beds</td>
<td>• six twin beds</td>
</tr>
<tr>
<td>• two desks</td>
<td>• four desks</td>
<td>• six desks</td>
</tr>
<tr>
<td>• two chairs</td>
<td>• four chairs</td>
<td>• six chairs</td>
</tr>
<tr>
<td>• two 2-drawer dressers</td>
<td>• four 2-drawer dressers</td>
<td>• six 2-drawer dressers</td>
</tr>
<tr>
<td>• two nightstands</td>
<td>• four nightstands</td>
<td>• six nightstands</td>
</tr>
<tr>
<td></td>
<td>• two ladders</td>
<td>• three ladders</td>
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<tr>
<td></td>
<td>• two safety rails</td>
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