Dear Resident,

Another academic year is coming to an end. The residence halls will officially close on Friday, May 14th at 6 pm. This letter serves to inform you of the procedures for moving out of the residence halls. Should you have any questions, please do not hesitate to contact your Resident Assistant or to call the Office of Residence Life at (201) 692-2250. Have a safe and relaxing summer.

CHECK-OUT PROCEDURES

- Residents must officially move out of the residence halls 24 hours after their last final or by 6 pm on Friday, May 14th, WHICHEVER COMES FIRST. If your final is on Friday, May 14th, you must still move out by 6 pm on Friday, May 14th.
  - April 21st to May 5th – Schedule your mandatory check-out inspection with your RA. Sign-up with your RA.
  - May 11th to May 14th – Residents begin to check-out out 24 hours after their last final exam.
  - Friday, May 14th – All residents must be moved out and checked out of their room no later than 6 pm.

- The deadline for all residents to schedule an appointment with their RA for a check-out inspection is May 5th. Check-out inspections will only take place between the hours of 10 am and 8 pm. **No appointments will be allowed after 5 pm on May 14th.**

- There is no on-campus storage for your personal belongings during the summer months. You must take everything with you. Property that remains in the room/suite after check-out will be discarded. If you need a place to keep your things during the summer, try **Extra Space Storage** at 487 Hackensack Avenue in River Edge (close to Riverside Square Mall) at (201) 996-0020.

- Any resident found in the building after 6 pm, without authorization from the Office of Residence Life, at minimum, will be subject to disciplinary sanctions, **automatically fined $250 for a late check-out,** and will be removed from campus immediately. Save yourself the hassle, plan to be out on time.

- Residents must complete a Change of Address Form and submit to the SUB Mailroom or Office of Residence Life.

CHECK-OUT INSPECTION

- Prior to your inspection, you must make sure all of your belongings have been moved out, you have cleaned your room, returned all room furniture to its original location and be ready to vacate the premises immediately at the completion of your inspection.
- Remove all garbage from your suite/room. **Place garbage in the trash receptacles provided or in the trash room on your floor.**
- Meet your RA for your check-out inspection at the time of your scheduled appointment.
- Return your room key and/or mailbox key to your Resident Assistant and sign your Room Condition Report (RCR).
- If there are damages in your room, suite, floor or building that you are taking responsibility for, please indicate these damages on the RCR.
- You will not be permitted to enter your room/suite after you have checked out and returned your keys.

DAMAGE, LOST KEYS, & IMPROPER CHECK-OUT CHARGES

- Failure to comply with the Check-Out Procedures stated above will result in a $75 improper check-out charge.
- An itemized damage bill, if applicable, will be mailed to your home within 4-6 weeks of your checkout.
- Bedroom charges will be assessed to the occupants of the room (if no one takes responsibility for damages).
- Suite damages will be assessed to all occupants of the suite (if no one takes responsibility for damages).
- Floor damages (e.g., hallways and lounge areas) will be assessed to the occupants of the floor (if no one takes responsibility for damages).
- Building damages will be assessed to the occupants of the building (if no one takes responsibility for damages).
- Lost mailbox keys will be assessed individually. **(replacement fees: mailbox key = $25)**
- Security deposits will be processed 4-6 weeks after the last day of the semester for any residents not returning to the residence halls for the 2010-2011 academic year. If you have an outstanding balance on your University account, your security deposit will be applied to your account. If applicable, a check will be mailed to the address you have on file at Enrollment Services.

MICROFRIDGE RENTALS

If you have rented a microfridge unit, you are responsible for cleaning (interior & exterior) and leaving your unit in your room ready for pick-up. **Microfridges will be picked up by the vendor on May 21, 2010.** If you moved during the academic year you must contact the vendor immediately at service@campusspec.com or (800) 525-7307. Failure to comply with the procedures will result in additional charges.

WHO CAN REQUEST A HOUSING EXTENSION?

- Graduating Students who desire to stay on campus until 10 am on Wednesday, May 19th. Otherwise, you must move out by 6pm on Friday, May 14th. **You must submit a Housing Extension Form.**
- International students with flights home after May 14th, must bring a photocopy of their plane ticket to the Office of Residence Life. There may be a charge for housing. No copy of your plane ticket, no housing extension.
- Spring Residents who will continue with us as Summer School Residents for Pre-Summer Housing (May 14– May 21). Cost will be $265 for the week. You must submit a Summer Housing Application.
- Any Housing Extension Form received after April 28th will automatically be assessed a late fee of $50.

*Summer Housing Applications, Housing Extension Forms, & Change of Address Forms will be available in the Office of Residence Life or at www.fdu.edu/reslifemetro

April 6, 2010