

Residence Hall Move Out Information and Check Out Procedures

JAMES MADISON UNIVERSITY ♦ OFFICE OF RESIDENCE LIFE ♦ B101 HUFFMAN HALL ♦ (540)568-7576

ALL residence halls will close at 8:00 pm on Thursday, May 6, 2021

Check out procedures

STEP 1: PREPARING FOR CHECKOUT

1. Hall Directors and RAs will be going door to door to review closing information and answer questions that you might have.
2. All check-outs will be express this year. Express Check-out Envelopes will be available at your building's hall office.
3. Coordinate in advance with the individual helping you move out of your hall.
4. Refer to all dates, deadlines and information on this closing notice to prepare for a successful checkout from your residence hall.

STEP 2: PREPARE ROOM FOR CHECKOUT

1. Before departure, remove all personal belongings from your room, bag your trash, and take it to the dumpsters located in your area. **You will be responsible for any trash left in your room, hallways, baths, or other public areas.** Items that are clean, unbroken, and useful can be left at the appropriate locations and will be given to charitable organizations as part of the **Why Wait? Donate!** program.
2. Lock the windows and pull roller shades or blinds down/close slats.
3. Be sure to keep your room door locked at all times during closing.
4. Broom sweep or vacuum your room.
5. Remove nails, tape, putty, etc. from walls, ceilings, and doors. Any damage caused by adhesives may be billed to the residents of the room. Have a conversation with your roommate and RA about who will take responsibility for any potentially billable damages.
6. **Check that all drawers and closets are empty and behind room doors.**
7. Return the room furniture to its original configuration.
8. When all belongings have been removed from your room and suite bathroom (if applicable), close and lock your room door.

STEP 3: FINAL DEPARTURE

1. Complete ALL information and checkout steps on the express checkout envelope. **Put your room key inside the envelope and seal the envelope. Place the completed express checkout envelope in the hall office mail slot, mailbox, or slide it under the hall office door.**
2. Enjoy your summer break!

The Office of Residence Life makes final billing decisions, not your RA or Hall Director.

Failure to check out properly will constitute an improper check out and may result in a minimum fine of \$50.

If you have any questions or concerns about check out procedures, please discuss them with your RA or Hall Director.

Check out information

The following information outlines proper year-end check out procedures; please read this information thoroughly!

CHECK OUT TIMES

All students are expected to check out of their residence hall 24 hours after their last exam and no later than 8pm on Thursday, May 6th. Requests for permission to remain in the hall through graduation are due to your Hall Director by **Friday, April 30th**. Permission is granted **only** to graduates and those working graduation. Residents who have been granted permission to remain in the hall **must** check out by 8pm on Sunday, May 9th.

FINAL ROOM CONDITION REQUIREMENTS

When you check out of your room, its condition should be similar to the condition it was in at check in. All rooms must be neat and free from trash upon check out. There will be a minimum fine for unusually dirty rooms and/or for trash remaining in rooms and bathroom suites (if applicable).

ROOM FURNITURE

All furniture that was in the room at check in, must be returned to your room before you check out. Fines or bills for the cost of missing furniture may be assessed. Beds should be properly assembled and unbanked. **Loft Information - Lofts should be disassembled by 10pm on Thursday, April 29th.** Wood and/or cinder blocks not being kept should be placed next to your dumpster. Do not put building materials in dumpsters.

TRASH / RECYCLING / DONATIONS

All **trash** should be bagged and taken to the designated trash space located in your area during closing. Items you wish to donate to **Why Wait? Donate!** should be taken to the appropriate locations in your hall. If it's clean, unbroken, and useful, we'll give it to charitable organizations to keep it out of the landfill.

KEYS

Keys must be returned when you check out. The charge for an unreturned room key is \$50. All rooms with a lost key will have the locks changed.

DAMAGE BILLING

After residents have left, inspections will be conducted by Residence Life staff members using your Room Condition Form to note the following: missing furniture, damage to the room (including furniture, floors, walls, doors, locks, ceilings, electrical fixtures, windows & coverings), and/or custodial services required to return your room to its original condition. **You will receive a bill this summer for any damages found during room inspections.**

The following are not considered normal wear and tear and may result in fines or damage billing:

- Dirty room (not swept, trash left in room, etc.)
- Wall damage: holes, paint, tacks or nails not removed from walls, adhesives, putty, tape, etc. remaining on walls
- Stained or ripped mattress
- Furniture not in room, improperly assembled, or damaged.
- Damaged window screens

NEED SUMMER SESSION HOUSING? Go to www.jmu.edu/orl & click on Housing Information. Housing is available through July 24th for students enrolled in classes.

Apartments on Grace Move Out Information and Check Out Procedures

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ALL residence halls will close at 8:00 pm on Thursday, May 6, 2021

Check out procedures

STEP 1: PREPARING FOR CHECKOUT

1. Hall Directors and RAs will be going door to door to review closing information and answer questions that you might have.
2. All check-outs will be express this year. Express check-out envelopes will be available at your building's hall office.
3. Coordinate in advance with the individual helping you move out.
4. Refer to all dates, deadlines and information on this closing notice to prepare for a successful checkout from your residence hall.

STEP 2: PREPARE APARTMENT FOR CHECKOUT

1. Before departure, remove all personal belongings from your apartment and take all trash to the trash room. **You will be responsible for any trash left in your room, living room, kitchen, or other public areas.**
2. Lock the windows and put roller shades down.
3. Vacuum & clean (room, bathroom, living room, and kitchen).
4. Remove nails, tape, putty, etc. from walls, ceilings, and doors. Any damage caused by adhesives may be billed to the residents of the apartment. Have a conversation with your apartment-mates about responsibility for any potentially billable damages and tell your RA.
5. **Check that all drawers, closets, and kitchen cabinets are empty. Check behind doors for items.**
6. Return the room and living room furniture to its original configuration.
7. When all belongings have been removed from your apartment, close and lock your room door (apartment locks automatically).

THE LAST RESIDENT LEAVING THE APARTMENT IS RESPONSIBLE FOR CLEANLINESS OF THE LIVING ROOM AND KITCHEN.

STEP 3: FINAL DEPARTURE

ROLLING BINS CAN BE BORROWED FOR MOVE OUT BY VISITING THE RA OFFICE IN THE MAIN LOBBY OF GRACE STREET

1. Complete ALL information and checkout steps on the express checkout envelope. Put your room key inside the envelope and seal the envelope. Put the completed envelope in the drop box next to the hall office door.
2. Enjoy your summer break!

The Office of Residence Life makes final billing decisions, not your RA or Hall Director.

Failure to check out properly will constitute an improper check out and may result in a minimum fine of \$50.

If you have any questions or concerns about check out procedures, please discuss them with your RA or Hall Director.

Check out information

The following information outlines proper year-end check out procedures; please read this information thoroughly!

CHECK OUT TIMES

All students are expected to check out of their residence hall 24 hours after their last exam and no later than 8pm on Thursday, May 6th. Requests for permission to remain in the hall through graduation are due to your Hall Director by **Friday, April 30th**. Permission is granted **only** to graduates and those working graduation. Residents who have been granted permission to remain in the hall **must** check out by 8pm on Sunday, May 9th.

FINAL APARTMENT CONDITION

When you check out of your apartment, its condition should be similar to the condition it was in at check in. All apartments must be neat and free of trash upon check out. There will be a minimum fine for unusually dirty apartments and/or for trash remaining in apartments (including commons spaces like the living room and kitchen).

APARTMENT FURNITURE

All furniture that was in the apartment at check-in must be returned before you check out. Fines or bills for the cost of missing furniture may be assessed. Beds should be properly assembled and unbunked.

TRASH / RECYCLING / DONATIONS

All **trash** should be bagged and taken to the trash room during closing. Items you wish to donate to **Why Wait? Donate!** should be taken to the donation area in the main lobby of Grace Street. If it's clean, unbroken, and useful, we'll give it to charitable organizations to keep it out of the landfill.

KEYS

Keys must be returned when you check out. The charge for a lost/unreturned key is \$75. All apartments with a lost key will have the locks changed.

DAMAGE BILLING

After residents have left, inspections will be conducted by Residence Life staff members using your Room Condition Form to note the following: missing furniture, damage to the apartment (including furniture, floors, walls, doors, locks, ceilings, electrical fixtures, windows & coverings), and/or custodial services required to return your apartment to its original condition. **You will receive a bill this summer for any damages found during apartment inspections.**

The following are not considered normal wear and tear and may result in fines or damage billing:

- Dirty apartment (not vacuumed, trash left, dirty appliances, etc.)
- Wall damage: holes, paint, tacks or nails not removed from walls, adhesives, putty, tape, etc. remaining on walls
- Stained or ripped mattress
- Furniture not in apartment, improperly assembled, or damaged
- Damaged window screens

NEED SUMMER SESSION HOUSING? Go to www.jmu.edu/orl & click on Housing Information. Housing is available through July 20th for students enrolled in classes.