

MARSH ^{let's} Hall move out!

Thurgood Marshall College 2013-2014

GENERERAL INFO

Commencements will be taking place during move-out weekend. Avoid traffic and campus congestion, move out 24 hours after your last final and no later than Saturday, June 14th at noon. A minimum of **\$45 will be charged to your account for failing to move out before noon** and for not following the proper move out procedures.

***Checking out past the move out deadline [**Saturday, June 14th at noon**] will result in additional fees. A \$1.00 per additional minute will be charged to your student account.

SATURDAY CHECK-OUT

A check-out station in Ocean View Lounge (OVL) will be staffed - only on Sat. June 14th from 8:00am to 12:00pm. You must turn in your keys and sign your inventory form at this location. Keep in mind that graduation ceremonies begin at 8:00am and on campus traffic & Parking will be considerably congested. Please be sure to plan your move out carefully and if possible avoid the traffic by **moving out before Saturday**. Please note that checking out late due to traffic will not be a valid excuse to avoid fees.

EXPRESS CHECK-OUT

When the office is closed, you may check-out via **express check-out**. Once your room is vacant, stop by the Residential Life office and fill out an express check-out envelope. You will then place your keys inside and place the sealed envelope through the mail slot on the door. ***Students that check out via express checkout will not be able to sign their room inventory forms. For this reason, make sure that damages are listed on the move-out form that you will receive at your mandatory closing meeting hosted by your RA.**

MOVE-OUT EXTENSIONS

The deadline to request extensions has passed. We will email students that have been approved extensions.

The sooner the better....

CHECK-OUT PROCEDURES

STEP 1:

Attend your mandatory community meeting led by your RA. Please check in with them for the time & location.

STEP 2:

Complete the **MOVE-OUT** form with your apartment/suite

STEP 3:

Once your space is completely vacant & clean, you must return your keys

STEP 4:

Fill out a USPS change of address online form at moversguide.usps.com ONLY if you do not want your mail forwarded to your permanent address

STEP 5:

You may check-out via **EXPRESS CHECK-OUT** any time when the office is closed

TIPS & TRICKS

- Move stuff memorial weekend
- **MOVE-OUT** 24 hours after your last final
- Discuss damages with your suite/apartment
- Complete the move out form on time!