

CLOSING BULLETIN

RESIDENCE LIFE & STUDENT HOUSING

IMPORTANT DATES



- ☑ **Monday, May 4, 7:00 pm** – 24-Hour Quiet Hours Begin
- ☑ **Tuesday, May 5, 5:00 pm** – Deadline to sign-up for online check-out – website address: www.smu.edu/housing/movingout
- ☑ **Wednesday, May 13, 1:00 pm** – Halls close for non-graduating students
- ☑ **Sunday, May 17, 1:00 pm** – Halls close for graduating seniors and approved commencement participants

AVOID A CHARGE



REASON FOR CHARGE	AMOUNT
Failure to check out properly	\$100
Delayed check out, after 1:00pm on May 13	\$100
Continued delay, after 4:00pm on May 13	\$50
Continued delay for every 3 hours after 4:00 pm on May 13	\$50
Unreturned student room key	\$50/75/110 (depending on hall)
Missing phone	\$110
Missing phone cord	\$25
Missing handset	\$30
Trash left in room	\$25 per bag
* Personal property left in room (i.e. clothing, carpet, equipment, decorations, etc.)	\$25 per item/bagged items Minimum \$50/large item
Cleaning charges due to excessive dirt	Cost varies, minimum of \$50

For additional room/apartment/building damage charges, please refer to the posting in the glass case of your lobby.

** Items not believed to be trash will be held for 30 days after which if left unclaimed, the items will be discarded.*

- ☑ Trash rooms will be locked on May 5. Any trash left in common areas (hallways, lounges, etc.) will be billed as common damages.
- ☑ Charges will be billed to your SMU account and notification will be mailed to your home address by Residence Life & Student Housing.
- ☑ If damage cannot be assigned to one individual, the charge will be split between the roommates and/or suitemates.
- ☑ Common area damage not assignable to an individual will be split between residents of the floor or building.
- ☑ If you have questions about damage charges, a **written inquiry** must be received by Residence Life & Student Housing within 60 days of the date of the charge notice.

MAY TERM & SUMMER SCHOOL INFO

Make sure to complete the following items!

- ☑ Summer School Housing – fill out the application/license agreement at the RLSH central office (Boaz 101, enter off Bishop Blvd.) Summer school housing opens Sunday, June 1 at 10 a.m.
- ☑ May Term Housing – complete the May Term agreement on-line at housingsignup.smu.edu by April 29, 4:30 p.m.
- ☑ Staying for summer school and need interim housing? Request interim housing on-line at housingsignup.smu.edu by April 29, 4:30 p.m. If approved to stay, payment of \$35/day must be made in full by check or money order to RLSH by Wednesday, May 6.
- ☑ Interim and May Term residents may be required to move into the Summer School hall within 48-hour notice and therefore must be in residence at SMU during the entire interim/May term housing period.

CLOSING CHECKLIST



FAILURE TO COMPLETE ANY OF THE ITEMS LISTED BELOW MAY RESULT IN A CHARGE TO YOUR STUDENT ACCOUNT.

_____ Sign up for a time to check-out of your room/apartment @ www.smu.edu/housing/movingout

ALL NON-GRADUATING RESIDENTS MUST CHECK-OUT WITHIN 24 HOURS OF THEIR LAST EXAM OR BY WEDNESDAY, MAY 13 @ 1:00 PM (WHICHEVER COMES FIRST).

_____ Decide with your roommate(s)/suitemate(s) how the cleaning tasks will be divided

_____ Collect items confiscated during Fire Safety & Maintenance Inspections (*contact your Residential Community Director 24 hours before you check out*)

_____ Pickup your bicycle from the McElvaney bike locker or other location

THE FOLLOWING ITEMS MUST BE COMPLETED PRIOR TO YOUR DESIGNATED CHECK-OUT TIME.

_____ Remove ALL personal belongings (any items left in rooms will be held for 30 days, after which unclaimed items will be discarded).

_____ Remove ALL trash to designated dumpster area **outside** the building.

_____ Recycle/donate any unwanted items (i.e. clothing, electronics). Goodwill trucks are located on Bishop Blvd near the North and South Quads. No televisions or furniture will be accepted.

_____ Empty and clean trash and recycle cans.

_____ Secure window screen and close and lock windows.

_____ Lower window blinds, leaving them in the open position.

_____ Clean mirrors.

_____ Dust and clean all surfaces (desk, dresser, and drawers, counter tops, etc.).

_____ Remove ALL stickers, decals, and sticky-tac. Removing some items from the walls may cause substantial damage. When in doubt, check with your RA or Facility Manager.

_____ Vacuum the room.

_____ Restore room to its original setup and condition.

_____ If you have a Mustang Refrigerator, you will receive a notice from the rental service with notification of cleaning instructions and pick-up date.

_____ If you have any additional equipment from Charter Cable, it is your responsibility to contact Charter Cable to return them.

HAVE QUESTIONS?

Please ask your RA or Residential Community Director if you have any questions concerning the closing process.

You may also call the main Residence Life & Student Housing Office at 214.768.2407.

Opportunities for theft increase at the end of the year. Make sure that you do not leave laptops, books or other valuables unsecured. Lock your room at all times!