All students must move out by 4:00pm on Sunday, May 8. Complete room checklist & sign (back). All students are responsible for the condition of their assigned space. Roommates need to develop a plan for cleaning and returning room, suite, or apartment to its original, move-in state. A courtesy inspection may be requested at departure by contacting your Housing Area or Resident Assistant (RA) during these times:

- **Monday - Wednesday:** 8:00am-4:00pm (Housing), 4:00pm-7:00pm (RA)
- **Thursday - Sunday:** 8:00am-11:00am (Housing), 11:00am-7:00pm (RA)

Contact Storage Squad at www.storagesquad.com for storage, and delivery of your stuff. Shipping is an option for an additional fee. On-campus storage is not available.

Summer Session students may contact East Housing for storage options.

**Questions?**

**ROOM ASSIGNMENTS:** email assignmentoffice@psu.edu .......... 814-865-7501

**HOUSING AREAS:**
- East ........................................... email easthousing@psu.edu .......... 814-865-1791
- South & Eastview ............... email southhousing@psu.edu .......... 814-865-2391
- North ........................................... email northhousing@psu.edu .......... 814-865-9521
- Pollock & Nittany ............... email pollockhousing@psu.edu .......... 814-865-4321
- West & NLI .................................. email westhousing@psu.edu .......... 814-865-9526
- White Course ..................... email wchousing@psu.edu .......... 814-865-6025

**Complete Back & Return**

*Thank you for being part of the Penn State family. We hope that you have enjoyed your on-campus living experience.*
By signing below, I indicate I completed the checklist and understand my roommate(s) and I, regardless of the first or last resident to move out, are responsible for charges incurred from damages or cleaning, which may be assessed by Housing during a final inspection AFTER move-out; not completed during courtesy inspection.

Students are responsible for the condition of their assigned space. Roommates need to develop a plan for cleaning and returning room, suite, or apartment to its original move-in state. Each student must complete the checklist, sign name, date and indicate the side of occupancy. For the side of occupancy, 1 = Left or Door side, and 2 = Right or Window side. Each roommate may request a courtesy inspection at time of departure; this is encouraged for the last roommate to depart, when your space is empty. Contact your Housing Area or RA for courtesy inspection.

- Clean MicroFridge/Refrigerator/Freezer/Microwave* exterior and interior. Defrost. **Keep plugged in & turned on!**
  - Comments: *Most common damage charge incurred.*

- Clean and empty your drawers and closet; exterior and interior. Room must be empty! **All furniture returned & assembled.**

- Clean Bathroom & Kitchen (if applicable). Remove all personal property.

- Remove décor, tape residue and putty from furniture, walls, and doors. **Do not remove Command Strips from dry wall.**

- Clean your floors. Vacuum and/or mop. Cleaning supplies available at Commons Desk.

- Donate usable items to Goodwill bins. All trash must be removed to the designated collection point*. **May be outside your building.**

- Lights off. Lock windows & doors. Return Key (in key envelope)* & form to Commons Desk. **Optional key return confirmation available**

- Update permanent address* at www.lionPATH.psu.edu. **Be sure to change your shipping address on websites that you use. Packages will not be forwarded.**

By signing below, I indicate I completed the checklist and understand my roommate(s) and I, regardless of the first or last resident to move out, are responsible for charges incurred from damages or cleaning, which may be assessed by Housing during a final inspection AFTER move-out; not completed during courtesy inspection.