

MOVE-OUT



PennState
Housing



ALL HOUSING CLOSES @ 4:00P SATURDAY, DECEMBER 17



Process

You and/or your roommate are checking out for the fall semester and not returning for the spring semester. You must check-out of your room by 4 p.m. on Sat. 12/17.

Complete room checklist & sign (back) All students are responsible for the condition of their assigned space. **A new roommate may be assigned to the vacated space - move furniture back to original location & keep all personal belongings on occupied side.** A courtesy inspection may be requested at departure by contacting your Housing Area or Resident Assistant (RA) during these times:

- **Monday - Wednesday:** 8 a.m.-4 p.m. (Housing), 4 p.m.-7 p.m. (RA)
- **Thursday - Sunday:** 8 a.m.-11 a.m. (Housing), 11 a.m.-7 p.m. (RA)



Storage

Study Abroad? Internship? 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.



Questions?

ROOM ASSIGNMENTS: ✉ assignmentoffice@psu.edu ☎ 814-865-7501

HOUSING AREAS:

East..... ✉ easthousing@psu.edu ☎ 814.865.1791

South & Eastview ✉ southhousing@psu.edu..... ☎ 814.865.2391

North ✉ northhousing@psu.edu ☎ 814.865.9521

Pollock & Nittany..... ✉ pollockhousing@psu.edu ☎ 814.865.4321

West..... ✉ westhousing@psu.edu ☎ 814.865.9526

White Course..... ✉ 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.*

ROOM CHECKLIST



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.

		Comments:
	Clean MicroFridge/Refrigerator/Freezer/ Microwave* exterior and interior. Defrost. Keep plugged in & turned on!	<input type="checkbox"/> <i>*Most common damage charge incurred.</i>
	Clean and empty your drawers and closet; exterior and interior. Room must be empty! <i>All furniture returned & assembled.</i>	<input type="checkbox"/>
	Clean Bathroom & Kitchen (if applicable). Remove all personal property.	<input type="checkbox"/>
	Remove décor, tape residue and putty from furniture, walls, and doors. Do not remove Command Strips from dry wall.	<input type="checkbox"/>
	Clean your floors. Vacuum and/or mop. Cleaning supplies available at Commons Desk.	<input type="checkbox"/>
	All trash must be removed to the designated collection point*.	<input type="checkbox"/> <i>*May be outside your building.</i>
	Lights off. Lock windows & doors. Return Key (in key envelope)* & form to Commons Desk.	<input type="checkbox"/> <i>*Optional key return confirmation available</i>
	Update permanent address* at www.lionPATH.psu.edu .	<input type="checkbox"/> <i>*Be sure to change your shipping address on websites that you use. Packages will not be forwarded.</i>

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.

BUILDING:	ROOM/APT. #: SIDE: <input type="checkbox"/> 1 or <input type="checkbox"/> 2
PRINT NAME:	PSU ID#:
SIGNATURE:	MOVE-OUT DATE & TIME: