

ROOM-CHANGE



PennState
Housing



ALL HOUSING CLOSES @ 4:00P SATURDAY, DECEMBER 16



Process

You and/or your roommate are changing rooms for the spring semester. Complete room **CHECKLIST** and have room **INSPECTED**. 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.** Inspections required for roommate(s) moving by contacting Housing Area or RA during these times (plan accordingly):

- **Monday - Friday:** 8 a.m.-4 p.m. (Housing), 4 p.m.-7 p.m. (RA)
- **Saturday & Sunday:** 8 a.m.-2 p.m. (Housing)

Departing earlier or later? We can inspect even if room is not empty.



Storage

Your new spring room is currently occupied by another student, and may not be available before you leave. Please contact the Housing area of your Spring assignment for storage options in-between fall and spring; please call in advance.

- Valuable items, such as electronics cannot be stored.
- Items must be in a box or container (taped shut), or a suitcase.
- Items must be clearly labeled with your name, spring room/building, PSU ID, and phone number.
- If your new room is ready, you can sign-out a loaner key at the area Commons Desk between 8 a.m. and 2 p.m., Dec. 9-16



Questions?

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

HOUSING AREAS:

East ✉ easthousing@psu.edu ☎ 814-865-1791

North ✉ northhousing@psu.edu ☎ 814-865-9521

Pollock & Nittany ✉ pollockhousing@psu.edu ☎ 814-865-4321

South & Eastview ✉ southhousing@psu.edu ☎ 814-865-2391

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



Complete the checklist, indicate the side of occupancy, room inspected by Housing or RA, and sign name.

Side:			Comments:
1 <input type="checkbox"/>		Clean MicroFridge/Refrigerator/Freezer/ Microwave* exterior and interior. Defrost.	<i>*Most common damage charge incurred.</i>
2 <input type="checkbox"/>		Keep plugged in & turned on!	
1 <input type="checkbox"/>		Clean and empty your drawers and closet; exterior and interior. Room must be empty!	<i>All furniture returned & assembled.</i>
2 <input type="checkbox"/>			
1 <input type="checkbox"/>		Clean bathroom & kitchen (if applicable).	Remove all personal property.
2 <input type="checkbox"/>			
1 <input type="checkbox"/>		Remove décor, tape residue and putty from furniture, walls, and doors. Do not remove	Command Strips from dry wall.
2 <input type="checkbox"/>			
1 <input type="checkbox"/>		Clean your floors. Vacuum and/or mop.	Cleaning supplies available
2 <input type="checkbox"/>			
1 <input type="checkbox"/>		Donate usable items to Goodwill bins.	All trash must be removed to
2 <input type="checkbox"/>			
1 <input type="checkbox"/>		Room inspection by Housing or RA	INSPECTOR NAME: _____ INITIAL: _____ DATE: _____ NAME: _____ INITIAL: _____ DATE: _____
2 <input type="checkbox"/>		<i>*Inspector keeps completed form.</i>	
1 <input type="checkbox"/>		Lights off. Lock windows & doors.	
2 <input type="checkbox"/>		Complete Move-Out on eLiving (scan QR) <i>\$25 fee for improper move-out</i>	
1 <input type="checkbox"/>		Update permanent address* at	<i>*Be sure to change your shipping address on websites. Packages will not be forwarded.</i>
2 <input type="checkbox"/>		accounts.psu.edu	

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 (split amongst roommates unless responsibility claimed). Housing completes final inspection **AFTER** move-out; **NO** charges assessed during move-out inspection.

BUILDING:	ROOM/APT. #:
1 RESIDENT SIGNATURE:	PSU EMAIL#:
	DATE & TIME:
2 RESIDENT SIGNATURE:	PSU EMAIL#:
	DATE & TIME: