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.
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.

<table>
<thead>
<tr>
<th>Side</th>
<th>Description</th>
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<tbody>
<tr>
<td>2.</td>
<td>Clean and empty your drawers and closet; exterior and interior. Room must be empty! *All furniture returned &amp; assembled.</td>
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<tr>
<td>3.</td>
<td>Clean bathroom &amp; kitchen (if applicable). Remove all personal property.</td>
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<tr>
<td>4.</td>
<td>Remove décor, tape residue and putty from furniture, walls, and doors. *Do not remove Command Strips from dry wall.</td>
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<tr>
<td>5.</td>
<td>Clean your floors. Vacuum and/or mop. Cleaning supplies available</td>
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<td>6.</td>
<td>Donate usable items to Goodwill bins. *All trash must be removed to</td>
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<td>7.</td>
<td>Room inspection by Housing or RA *Inspector keeps completed form.</td>
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<tr>
<td>8.</td>
<td>Lights off. Lock windows &amp; doors. Return key (in key envelope)* &amp; this completed form to Commons Desk. *Key return confirmation available</td>
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<tr>
<td>9.</td>
<td>Update permanent address* at accounts.psu.edu</td>
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**Comments:**

*Most common damage charge incurred.*

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