

# MOVE-OUT



PennState  
Housing



## HOUSING CLOSES\*

### SUNDAY, MAY 5 @ 4:00PM

*\*EAST HALLS CLOSES SATURDAY, MAY 4 @ 4:00PM*



## Process

Complete room **CHECKLIST** and have room **INSPECTED** by Housing or Resident Assistant (RA). Students are responsible for the condition of their assigned space. Cleaning or damage charges split amongst roommates unless responsibility is claimed; see bulletin board information. Inspections required for last roommate to depart by contacting Housing Area or RA during these times (plan accordingly):

- **April 27 & April 28: 8:00am-4:00pm (Housing)**
- **April 28 - May 4: 8:00am-4:00pm (Housing), 4:00pm-8:00pm (RA)**
- **May 5: 8:00am-4:00pm (Housing or RA)**

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



## Storage

Contact Storage Squad at [www.storagesquad.com](http://www.storagesquad.com) for storage. Shipping is an option for an additional fee. On-campus storage is not available.



Summer Session students may contact South or Pollock Housing for storage options.



## 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.  
For the side of occupancy: 1 = Left or Door side, and 2 = Right or Window side.

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"/>		<b>Keep plugged in &amp; turned on!</b>	
1 <input type="checkbox"/>		Clean and empty your drawers and closet; exterior and interior. Room must be empty!	<i>All furniture returned &amp; 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. <b>Do not remove</b>	<b>Command Strips from dry wall.</b>
2 <input type="checkbox"/>			
1 <input type="checkbox"/>		Clean your floors. Vacuum and/or mop.	Cleaning supplies available at Commons Desk.
2 <input type="checkbox"/>			
1 <input type="checkbox"/>		Donate usable items to Goodwill bins.	All trash must be removed to the designated collection point*.
2 <input type="checkbox"/>			
<i>*May be outside your building.</i>			
1 <input type="checkbox"/>		Room inspection by Housing or RA	INSPECTOR NAME: _____ INITIAL: _____
2 <input type="checkbox"/>			INSPECTOR NAME: _____ INITIAL: _____
			DATE: _____
			DATE: _____
1 <input type="checkbox"/>		Lights off. Lock windows & doors. Return key (in key envelope)* & this completed	form to Commons Desk.
2 <input type="checkbox"/>			
			<i>*Key return confirmation available</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"/>		<b>accounts.psu.edu</b>	

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. #:
<b>1</b> RESIDENT SIGNATURE:	PSU EMAIL#:
	DATE & TIME:
<b>2</b> RESIDENT SIGNATURE:	PSU EMAIL#:
	DATE & TIME: