

Hi ,

As the Spring 2021 semester comes to a close, please review this information closely to properly check out of **your room**. All on-campus housing will close at **12:00PM (noon) on Saturday, May 8, 2021**. To properly check out of your room, please follow the checklist below.

- Schedule a checkout time that is no later than 24 hours after your last final, if you haven't already. ([Click here to schedule!](#))
- Remove all belongings from your room
- Clean your unit thoroughly
 - Remove all marks from walls, doors, furniture, etc.
 - Dust surfaces in room, including inside drawers with a wet cloth (leave drawers open). Dust window sill and window tracks.
 - Clean bathroom mirror, sink, shower, toilet, etc.
 - Clean kitchen/kitchenette oven, sink, fridge, drip pans, etc. (if applicable)
 - Sweep and mop all floors
- Discuss any damages within the unit with your roommate/suitemates and Residence Education Coordinator, that have occurred since move in to determine charges.
- Remove all trash and place it in the outside dumpster
 - If you are wanting to donate gently used items, please place in the proper receptacles of your community.
- Return all furniture to original space.
- Lower beds to 'hip' height and turn thermostats to 74 degrees
- You will meet your RA/CA at your community desk at your scheduled time to begin the check out process. **Please abide by COVID-19 protocols by social distancing and wearing a mask while on campus.**

Failure to follow the steps listed above may result in additional charges such as a cleaning fee (\$50), improper check out fee (\$100), or lock change/missing keys (\$60 per lock).

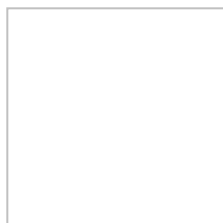
If you are graduating or have an extenuating circumstance where you cannot check out by 12:00PM on Saturday, May 8, 2021; please complete the [Extended Stay Request Form](#) prior to **5:00PM on Friday, April 30, 2021**. All requests will be reviewed and responded no later than 5:00PM on Monday, May 3, 2021.

Summer Residents

Residents who have a summer assignment, and do not conduct a proper check out, will be charged a nightly rate from May 8-May 27 with the Summer I term beginning on May 28. Students who do not want to pay a nightly rate, will need to properly check out following instructions above and will move into their summer assignment on May 28.

Haven't signed up for summer housing yet? The summer housing application will remain open until 4:00PM on Friday, April 30, 2021. Please log into your My.AState and select "Housing" to access the Housing Portal.

Wolves Up,



University Housing
870-972-2042
Housing@AState.edu