**CLOSED**

**RESIDENCE LIFE & STUDENT HOUSING**

**IMPORTANT DATES**
- Monday, May 6 @ 4:30 pm – Deadline to submit a Request to Stay Late OR Interim Housing Request in RLSH Office
- Monday, May 6 @ 7:00 pm – 24-Hour Quiet Hours Begin
- Friday, May 10 @ 8:00 am – Deadline to sign-up for online check-out
- Wednesday, May 15 @ 1:00 pm – Halls close for non-graduating students
- Sunday, May 19 @ 1:00 pm – Halls close for graduating seniors and approved commencement participants

**AVOID A CHARGE**

<table>
<thead>
<tr>
<th>REASON FOR CHARGE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delayed check out, after 1:00pm on May 15</td>
<td>$100</td>
</tr>
<tr>
<td>Continued delay for every 3 hours after 1:00 pm on May 15</td>
<td>$50</td>
</tr>
<tr>
<td>Unreturned student room key</td>
<td>$150</td>
</tr>
<tr>
<td>Trash not placed in dumpsters</td>
<td>$25 per bag</td>
</tr>
<tr>
<td>* Personal property left in room (i.e. clothing, carpet, equipment, decorations, etc.)</td>
<td>$25 per item/bagged items Minimum $50/large item</td>
</tr>
<tr>
<td>Cleaning charges due to excessive dirt</td>
<td>Cost varies, minimum of $50</td>
</tr>
</tbody>
</table>

For additional room/apartment/building damage charges, please refer to the posting on your floor bulletin board.

* Items not believed to be trash will be held for 30 days after which if left unclaimed, the items will be discarded.

- Trash rooms will be locked on May 8. Any trash left in common areas (hallways, lounges, etc.) will be billed as common damages if it cannot be assigned to an individual.
- Charges will be billed to your SMU account.
- If room/suite damage cannot be assigned to one individual, the charge will be split between the roommates and/or suitemates.
- Common area damage not assignable to an individual will be split between residents of the floor or building.
- If you have questions about damage charges, submit a Damage Charge Inquiry form on www.smu.edu/housing/movingout within 60 days of the date of the charge notice.

**MAY TERM & SUMMER SCHOOL INFO**

Make sure to complete the following items!
- Summer School Housing – fill out the application/license agreement on the housing portal. Summer school housing opens on Monday, June 2.
- May Term Housing – an application must be completed to live in May Term housing. May Term housing application available now on the housing portal.
- Staying for summer school and need interim housing? Request in person at RLSH by Monday, May 6 at 5 PM. If approved to stay, payment due by Wednesday, May 8 at 4:30 PM. Limited availability.
- Interim and May Term residents will be required to move into Summer School housing within 48-hour notice and therefore must be in residence at SMU during the entire interim/May term housing period.

**CLOSING CHECKLIST**

**FAILURE TO COMPLETE ANY OF THE ITEMS LISTED BELOW MAY RESULT IN A CHARGE TO YOUR STUDENT ACCOUNT.**

- Sign up for a time to check-out of your room/apartment by Wednesday, May 8 at 4:30 PM. Limited availability.
- Decide with your roommate(s)/suitemate(s) how the cleaning tasks will be divided.
- Collect items confiscated during Fire Safety & Maintenance Inspections (contact your Residential Community Director 24 hours before you check out)
- Pickup your bicycle from the McElvaney bike locker or other location (if applicable)

**ALL NON-GRADUATING RESIDENTS MUST CHECK-OUT WITHIN 24 HOURS OF THEIR LAST EXAM OR BY WEDNESDAY, MAY 15 @ 1:00 PM (WHICHSOEVER COMES FIRST).**

- Remove ALL personal belongings (any items left in rooms will be held for 30 days, after which unclaimed items will be discarded).
- Remove ALL trash to designated dumpster area outside the building.
- Recycle/donate any unwanted items (i.e. clothing, electronics).
- Goodwill trucks are located on Bishop Blvd near the North and South Quads and on Bush Ave. by Loyd Commons. No televisions or furniture will be accepted.
- Non-perishable food and unopened hygiene products may be donated to The Shop. Donation boxes will be located in each residential community.
- Empty and clean trash and recycle cans.
- Secure window screen and close and lock windows.
- Lower window blinds, leaving them in the open position.
- Clean mirrors.
- Dust and clean all surfaces (desk, dresser, drawers, counters, etc.).
- Remove ALL stickers, decals, and sticky-tac. Removing some items from the walls may cause substantial damage. When in doubt, check with your RA or RCD.
- Vacuum the room.
- Restore room to its original setup and condition.
- If you have a Mustang Refrigerator, you will receive a notice from the rental service with notification of cleaning instructions and pick-up date.

**HAVE QUESTIONS?**

Please ask your RA or Residential Community Director if you have any questions concerning the closing process. You may also call the main Residence Life & Student Housing Office at 214.768.2407.

Opportunities for theft increase at the end of the year. Make sure that you do not leave laptops, books or other valuables unsecured. Lock your room at all times!