

Spring Move-Out 2017

Thursday, May 25, 2017 before 8PM

✓ **Prepare to check-out.**

The Resident Assistant (RA) on your floor will be scheduling *Closing Floor Meetings* starting May 1st through May 10th. Connect with your RA as soon as possible regarding your move-out or speak to your Area Coordinator or the front desk of your building regarding move-out and closing procedures.

✓ **Schedule your move-out appointment**

Schedule a check-out appointment with your RA. Failure to make and complete this appointment will result in a \$50 Improper check-out fee. All belongings should be removed and all cleaning done *prior* to the check-out appointment. Students may be charged for items left behind, cleaning, and damages. More information and tips about checking out are available in the online [Community Living Standards](#) (page 34).

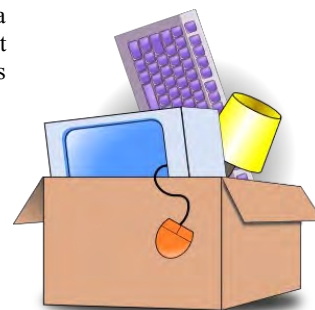
✓ **Transition to Summer space**

Transitioning Summer Residents should refer to the Transition Addendum and email for check-out information.

✓ **Request a check-out extension with documentation**

Students may request to remain in their space

- **overnight** for a *check-out date of Friday, May 26, 2017 at 10 am* by completing the online [overnight extension form](#) and submitting required documentation to the Housing Office
- *Sunday, May 28, 2017 at 10 am* by completing the online [end of semester extension form](#) and submitting required documentation to the Housing Office



Important Information, Dates and Events

May 10, 2017 at 5 PM.

Deadline to turn in the *Overnight* and *End of Semester* extensions request forms to the Housing Office

May 15, 2017 at 3 PM.

Deadline to turn in and pay the License Agreement for Summer 2017 housing

May 16

24 Hour Quiet Hours begins

May 18

First Day of Finals

May 21

Last day for Resident Services desk to process packages and mail. After May 21, all resident mail will be marked Return to Sender and sent back the following day.

May 24

Last day for mail already processed and stored at building front desks to be picked up. After May 24, 5PM the remaining mail will be marked **Return to Sender**.
Last Day of Finals

May 25

Commencement Ceremony at AT&T Park
Residence Community Closes at 8pm

- ✓ City Eats closes at 8pm
- ✓ Café in the Park closes at 2pm
- ✓ Bricks closes at 11pm

May 30

Meal Plan begins for Summer session and transition residents

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* Commencement

Thursday, May 25, 2017

AT&T Park, San Francisco
3:30 p.m. Ballpark opens for guests.

Time	Event
3:30 p.m.	Ballpark opens for guests
5:30 p.m.	Procession begins
6:30 p.m.	Ceremony begins

* Ceremony expected to last 2-3 hours.

Summer Housing (← Click to see more information)



Housing is available for students taking classes during the Summer sessions!

Students interested in living on campus during the summer need to submit a Summer Housing License Agreement with full payment by at least one week prior to the beginning of their Summer class session. Students must take one unit of summer classes to live on campus during the summer.

Students who are currently living in Housing and have a paid Summer License Agreement are eligible for an addendum which covers May 25 - June 3. Summer residents will transition to their Summer space beginning Wednesday, June 1, 2017. Students with addendums will still require the complete the [Overnight Extension Request form](#) to cover the night of May 25.



The Summer Addendum is available only at the Housing Office after the Summer License Agreement has been turned in and paid for by the student. Students must turn in and pay for their License Agreement no later than May 15 at 3pm.

Please see the [Summer License Agreement and Terms & Conditions](#) for more information.

*Summer resident meal plans begin May 30, 2017 for transitioning residents.

Security Deposit

The Housing Office is preparing to return all security deposits, as applicable. If your security deposit does not cover all remaining fees (Housing installments, late fees, judicial fees, improper check-out, damages), individual charges will be assessed based on the condition of a your specific room space.

Room/apartment damage charges will be split between roommates, unless the identity of the person responsible can be documented. Please note that room cleaning or damage charges can be assessed after you have signed your Room Condition Form and checked out.

- ✓ Refunds and invoices will be sent to students beginning June 20th 2017.
- ✓ Returning Residents for the 2017-18 academic year have already paid a new security deposit as part of the \$270 Initial Payment.
- ✓ The \$200.00 security deposit will not roll over to the next academic year.
- ✓ Make sure to update your mailing address prior to move out day on your [SF State Gateway](#) to ensure your refund is mailed to the correct address.



Housing charges and Financial Information

Before move-out, please review your account through your [Student Center](#). If you have any outstanding charges, please pay them immediately. Any outstanding balance becomes a University debt, which can adversely affect your student status in the following areas:

- Continued occupancy
- Access to your meal service
- Access to SF State registration, transcripts and semester grades.

The Bursar's office will send an invoice to collect this debt. If not paid within 180 days, your account will be sent to an outside collection agency and will acquire additional fees. Your future Franchise Tax Board state tax return may be garnished to cover this debt. Be mindful and pay your outstanding housing charges.

Sustainable Move Out

During the week of Move-Out, residents are encouraged to find out ways to cut down on their carbon footprint when moving out!

Some good tips:

- ✓ You can use re-usable plastic bins vs. cardboard boxes to save trees!
- ✓ Students can use the Goodwill Bins located throughout the Residential Community to recycle items that can be donated.

You can also look for the *Residential Life Move-Out Station* outside City Eats!

Things you can drop off:

- ✓ Unwanted clothing, furniture, electronics, and books can be donated to Goodwill
- ✓ Non-perishable food items can be donated to local food banks
- ✓ Toiletries and stationary can be donated to charity

Please use this guide to see which bins to use if you want to throw away items: <http://sustain.sfsu.edu/recycle>

You can also contact your front desk coordinator with any questions!



Move Out Mail and Packages process

To avoid any mail-related problems, all residents are strongly encouraged to do the following:

- Change addresses with all necessary agencies before moving out
- Contact companies that send them mail in order to change their address
- Check mailbox thoroughly before moving out, as any mail left behind will not be returned to sender
- Please note, you will not be able to use the *USPS Change of Address* form for: The Residence Halls, The Towers and Village at Centennial Square.

Residents with questions or concerns regarding mail procedures for move-out can email the Resident Services Mail Coordinator at hous123@sfsu.edu. It is also important to update your student information with SF State so all communications reach you in a timely manner. You can update your info in your [student Gateway account online](#).

Sunday May 21st 2017:

Last day for Resident Services desk to process packages and mail.
After May 21, all resident mail will be marked Return to Sender and sent back the following day.

Wednesday May 24th 2017 @ 5PM:

Last day for mail already processed and stored at building front desks to be picked up.
After May 24, 5PM the remaining mail will be marked **Return to Sender**.



Move-Out work Order & Service Desk information

During move out, the Service Desk is always available to take service requests for emergencies and urgent matters. However work orders for non-essential repairs will not be processed after May 1st. The Services desk can be reached at 415-405-0579 or rpm@sfsu.edu.



Returning Resident Process: Self-Selection Reminder

When does returning resident Self-Selection happen?

Residents will be able to use Self-Selection from May 8 through May 12.

How does Self-Selection work?

Residents who completed their license agreement and made their initial payment will be given a room selection time based on the Priority Levels and the License Agreement and Initial Payment completion dates.

- ✓ TIP! your group leader should already be chosen among the group.
- ✓ Receive your Self-Selection timeslot the first week of May.

How do I access the self selection page?

Once the individual resident or group's room selection time starts, the room selection management page will be made viewable on the resident's portal. It is the responsibility of the group leader to assign all residents within the roommate group to a space.

What if everything is full?

If everything is full by your timeslot, you will be placed on the wait list. The Returning Resident wait list will begin in June, students will also receive an email in June with their waitlist information.

What if I have more questions?

Updated information is available [online](#).



MARTIN

phillipmartin.info