



2018 Student Housing MOVE-OUT GUIDE

Thursday
MAY 24
before 8pm



Before Move-Out

SCHEDULE A CHECK-OUT APPOINTMENT

CLOSING FLOOR MEETINGS (April 30th—May 6th)

Meetings to discuss proper check-out procedures will be scheduled by your Resident Assistant (RA). During these meetings, you will also be provided with information on how to schedule a check-out meeting with your RA or the front desk (depending on your community).

YOUR CHECK-OUT APPOINTMENT

Cleaning should be completed and all belongings removed prior to your appointment. An improper check-out fee (\$50) will be charged for missed appointments, items left behind, damages, or incomplete cleaning.

For additional check-out information go to:

<http://www.sfsu.edu/~reslife/cls.html> (Community Living Standards p. 34)

PAY OUTSTANDING CHARGES

Before move-out, please review your account through your Student Center and pay any outstanding charges. Any unpaid charges may adversely affect your:

- Continued occupancy
- Access to your meal service
- Access to SF State registration, transcripts and semester grades.
- Credit (After 180 days of non-payment your account will be sent to an outside collection agency.)



During Move-Out

SUSTAINABLE MOVE-OUT

Recycle Bins will be available in the following locations from **May 18-24, 2018**:

- Community lobbies
- 225 Buckingham & 235 Buckingham.

DONATE!

Residents will have access to donate to Goodwill on Campus.

THINGS YOU CAN DROP OFF

- » Unwanted clothing
- » Furniture
- » Electronics
- » Books

Non-perishable food items can be donated to local food banks.

Please use the guide below to see which bins to use if you want to throw away any item.

sustain.sfsu.edu/recycle

You can help save
The Planet
while you
move-out!

MOVE OUT WORK ORDER

During move out, the Customer Service Center is always available to take a service request for emergencies and urgent matters.

However, work orders for non-essential repairs will not be processed after May 1st.

Facilities Center:
415 405-0579

Email:
rpm@sfsu.edu

MAIL AND PACKAGES

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

Change address with all necessary agencies and your student center before you move out.

Check mailbox thoroughly before moving out.

May 18, 2018

Last day for Residents desk to process packages and mail.

May 21, 2018

Last day for processed mail to be picked up.

Questions: hous036@sfsu.edu



After Move-Out

SECURITY DEPOSIT

Your **\$200** security deposit will be refunded to you no later than **June 19th, 2018**. Any outstanding housing charges or fees for damages assessed at move-out will be deducted from your security deposit.

TO ENSURE TIMELY AND CORRECT PROCESSING:

Enter or update your mailing address in the SF State Student Center located under the general information tab. Security deposit refunds will not be processed without a mailing address, regardless of whether your account is set up for direct deposit.

STAYING FOR THE SUMMER?

SUMMER HOUSING

Students must be enrolled in at least one unit of instruction at San Francisco State University to reside on-campus during the summer.

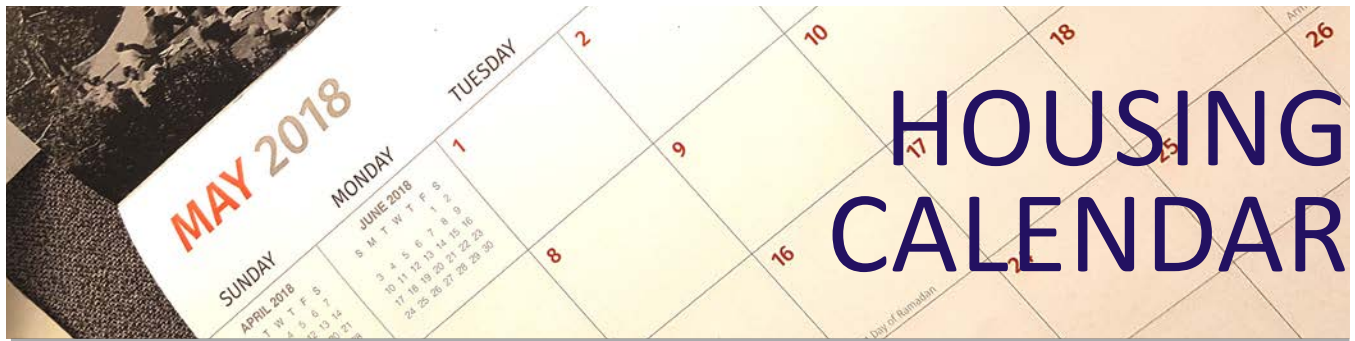
Deadline for current Residents to submit their License Agreement for Summer Housing is: **May 14th**.

For current Spring Residents, transition to Summer spaces begin: **May 31st**.

SUMMER MEAL PLANS

Summer Residents will be able to use their summer meal plans starting on **May 29, 2018**.

Please note, Summer classes are broken in up in sessions: Your meal plan and Housing contract only cover the session (s) you are taking classes on campus.



TUESDAY, MAY 1ST

Facilities Services will stop accepting non-emergency work orders.

Questions: Email:
415 405-0579 rpm@sfsu.edu

MONDAY, MAY 21ST

Last day for mail already processed and stored at building front desk to be picked up. After May 22nd the remaining mail will be marked "Return to Sender"

TUESDAY, MAY 29

Summer meal plans begin for transitioning residents.

FRIDAY, MAY 11TH

24 Hour Quiet Hours begin

WEDNESDAY, MAY 23

Last Day of Finals

THURSDAY, MAY 31ST

Spring Residents transition to their Summer confirmed space

TUESDAY, MAY 14TH

Deadline to turn in and pay 2018 Summer License Agreement

THURSDAY, MAY 24TH

Housing Move-Out Day, 8pm

SATURDAY, AUGUST 11TH

Summer meal plans end

THURSDAY, MAY 17TH

First Day of Finals

THURSDAY, MAY 24TH

Commencement Ceremony
<http://commencement.sfsu.edu/>

OTHER UPCOMING DATES

May 28, 2018
Memorial Day, campus is closed.

August 23 and 24, 2018
Fall Move In days.

September 2, 2018
Last day to lower your meal plan for Fall Semester.

FRIDAY, MAY 18TH

Last day for Resident Services to process packages and mail. After May 22nd all resident mail will be marked "Return to Sender" and sent back the following day

THURSDAY, MAY 24TH

Dining Services Hours:
Cafe in the Park closes 2pm
City Eats closes 8pm
The Bricks closes 10pm

HOUSING OFFICE CONTACT INFO

Phone: 415 338-1067

Email: housing@sfsu.edu

Website: housing.sfsu.edu