We hope that you have enjoyed your stay at the College Arms Apartment Complex and wish you the best for the summer and the future. To make checkout as smooth as possible, please familiarize yourself with these detailed procedures.

1. All students are expected to check-out within 24 hours after your last final exam. Everyone must be checked-out NO LATER THAN Saturday, May 15, 2021 at noon.

2. Please sign up for your move-out time in MyHousing.

3. Checking Out: You have two options for returning your keys:
   a. We will place Express Check-out envelopes in each entry. Please complete the front of the envelope, place your keys inside, seal it, and then place it in the green drop-box that is near the mailboxes.
   b. If you are leaving Monday – Friday, 8:00 am – 4:00 pm, you can bring your keys to 202 Lawrence.

4. DO NOT LEAVE YOUR KEYS IN YOUR APARTMENT. Residents failing to return keys will be billed up to $234.50 depending on the number of locks changed and keys cut. Keys mailed after closing will not be accepted.

5. For students who are graduating, please follow the schedule for your deadline to move out, which is listed at the end of this notice.

6. In compliance with University and local regulations, no one is permitted to drive a vehicle up on the grass or cement near a building. Residents found violating this procedure will be ticketed and towed at their own expense and are subject to University Judicial/Criminal action.

ITEMS LEFT IN THE APARTMENT:
Residence Life and Housing Services and West Chester University are not responsible for any personal items left behind after you check-out. Any items left behind will be donated or discarded, in accordance with Pennsylvania Department of Treasury guidelines for abandoned property. You will be billed for the
removal of any personal items, including personal furniture. The University does not provide storage for personal belongings.

**COMMON AREA CLEANING:**
Please make sure that you leave your apartment in a clean and orderly condition. All occupants are responsible for the cleaning of the common areas (living room, hallway, stairs, hall closet, kitchen, and bathroom).

**DAMAGES:**
When you moved into your apartment you were given a Room Condition Verification Form to record all damages to your apartment. You were instructed to complete this form and return it to 202 Lawrence. When the staff inspects your apartment, they will be comparing the condition noted at check-in with the condition at check-out. You will be billed for any damages not noted on the form. For charges in common areas, the cost will be split evenly among all residents. For charges in bedrooms, the occupant(s) will be billed accordingly. If you are billed for damages you will receive a copy of the bill via e-mail by early June. The cost will also be applied to your student account.

**TRASH:**
All trash should be taken directly to the dumpsters. Please pay attention to which dumpster is designated for garbage and which dumpster is designated for recycling. Do not leave anything on the ground – put it inside the dumpster. **If you are disposing of a personal refrigerator, please leave it on the ground outside the dumpster. This is the only thing that should be left on the ground to ensure proper disposal.**

**FURNITURE:**
All University furniture provided must be properly assembled and arranged as it was when you moved in. All bedroom furniture should be inside the bedrooms and the living room furniture, kitchen table and chairs should be in the living room area.

**ITEMS TO LEAVE IN THE APARTMENT:**
- All University owned furniture- failure to do so will result in appropriate charges
- FireShield Surge Protector (one per resident) – failure to do so will result in a $35 charge
- Microwave Sensor (kitchen) – failure to do so will result in a $60 charge
- Cable Remote: If you received a cable remote before the service was discontinued, please leave it in the apartment.

**MAIL:**
Please check your mailbox to ensure you have all your mail before you return your mailbox key. Please submit change of address information through the U. S. Post Office. Please try to avoid having anything mailed to you from now on. If you are living in another room or hall next year, please be sure to notify people of your new address over the summer. If you are moving to a local off-campus address, please check with your landlord for the correct zip code for your new address.

**GENERAL APARTMENT INFORMATION:**
The last person to checkout is responsible for ensuring the following:
- All windows closed and locked
- All blinds raised
- All lights turned off
• Ensure that the stove/oven are turned off
• Ensure that the fridge/freezer doors are closed tightly, with all contents inside removed and cleaned
• Close and lock the front door

CHECK OUT SCHEDULE FOR GRADUATING SENIORS:

<table>
<thead>
<tr>
<th>Graduation Ceremony</th>
<th>Check Out Time</th>
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<tbody>
<tr>
<td>Saturday, May 15, 9:00 am</td>
<td>Saturday, May 15, 1:00 pm</td>
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<tr>
<td>Saturday, May 15, noon</td>
<td>Saturday, May 15, 4:00 pm</td>
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<tr>
<td>Saturday, May 15, 3:00 pm</td>
<td>Saturday, May 15, 7:00 pm</td>
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<tr>
<td>Saturday, May 15, 6:00 pm</td>
<td>Sunday, May 16, 12:00 pm</td>
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<tr>
<td>Sunday, May 16, Noon</td>
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<tr>
<td>Saturday, May 22, 3:00 pm</td>
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<td>Saturday, May 22, 6:00 pm</td>
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