

# Important Tips & Reminders

## Make a Plan!

Work with your roommates and RA to plan for a smooth move-out for you and your apartment. Ensure that you attend required meetings, and understand all expectations and forms to be completed.

## 24 Hour Quiet Hours

As a courtesy to residents studying for final exams, 24 hour quiet hours will be in effect from 8PM on **Friday, June 1** to **2PM on Friday, June 8**. Please be considerate of those who have finals after you are finished.

## Last Meal Swipe

The last meal at the **Dining Commons** will be lunch - Friday, June 8. Remember that any remaining flex dollars need to be used by this time or they will be lost.

## Bicycles

Bikes must be removed from the bike racks by Friday, June 8 at 2 PM. Any remaining bikes will be removed and donated

## Mail

The Housing mailroom does NOT forward mail. Please remember to change the address on all your mailings, including any magazines or subscriptions.

## Outstanding Balances

To avoid a hold being placed on your account, make sure to take care of all CSUEB balances including any housing charges, library fines, etc. Holds will prevent you from registering for class or potentially graduating.

## Dining Common Returns (Bus Tubs)

Please return any cups, utensils, or dishes that may have been removed from the Dining Commons. This includes your to-go box. You can return these items to the DC or in the bus tubs that will be placed in the Residence Halls and El Dorado Hall.

*Thank You!*

*We have loved having you as part of our residential community. Well wishes from all of us at Student Housing and Residence Life.*

CAL STATE  
**EAST BAY**

STUDENT HOUSING & RESIDENCE LIFE

## Housing Closing 2018

*Your Official Move-Out Guide*



VISIT THE STUDENT HOUSING AND RESIDENCE LIFE WEBSITE

FOR MORE INFORMATION

[www.csueastbay.edu/housing](http://www.csueastbay.edu/housing)

# Move Out Resources

## Free Fest

Donate useful items and shop for new treasures - **all for FREE!** Check out Free Fest at El Dorado Hall, June 4 - 8 from 9AM to 9PM.



## Equipment Check Out

To ease the process of moving out, come check out various equipment to help haul it all away & clean out your apartment! Get bins, dollies, vacuums, cleaning supplies and free laundry bags. Equipment Check Out areas are available at Lassen Community Room and University Village on June 1– 8.

## License Extensions

**Need to move-out after June 8th?** Residents may apply for a License Extension. Deadline to apply is June 3rd. Residents who are granted extensions must check-out by 4pm on Sunday, June 10. Residents, with approved extensions, should inform their RA regarding the approved extension move-out date.

### Who qualifies for an extension?

Students can request for an extension by completing the form "Request for License Extension—Spring 2018" at [www.csueastbay.edu/housing](http://www.csueastbay.edu/housing). Please note that extensions are provided for students who need additional time to move-out based on the following reason: participation in a graduation ceremony, delayed travel plans, final exam, or employment with Free Fest. Approval for extension requests are not guaranteed.

**Is there a fee associated with approved extensions?** If approved, the student will be subject to the daily rate of their occupancy type (up to \$37.42/night). Graduating students will be waived of this fee. For exact rates, please view the fee listings included in the "Request for License Extension" Spring 2018 form.

**Housing will send approval notification via email by 12PM on June 6.**

# Move Out Steps

## STEP 1

**Attend your Scheduled Floor Meeting:** Floor Meetings will be held between mid- to late-May. Look for posters and information on your floor for your scheduled meeting.

## STEP 2

**Complete the Roommate Cleaning Agreement:** Meet with your apartment/suitemates to fill out the Roommate Cleaning Agreement. The completed form should be submitted to your RA no later than the end of May. A copy will be provided to your apartment, where you are recommended to place on the refrigerator for a shared viewing location. Remember to inform your RAs of any areas of concern and your plans to move-out. RAs will stop by during Week 10 for one-on-one or apartment check-in meetings.

## STEP 3

**Clean Your Apartment:** Make sure to complete your cleaning assignments. Your entire apartment **MUST** be clean by the time the first person checks out and **MUST** remain clean as each person checks out. All trash/recyclables must be removed and the furniture should be properly arranged. Usage of cleaning supplies, vacuums, dollies, and more available at the Equipment Check-Out. Donate lightly used goods at Free Fest.

## STEP 4

### Check Out Envelope

Complete the Check Out Envelope. ALL residents must submit a completed envelope and include respective keys (key cards & physical keys) to the nearest Check-Out Box. **NOTE:** Envelope is still required even if you don't have a key. To claim responsibility for damages, please complete the Damage Claim Form and submit to your RA. Damage Claim Form will only be accepted by the student taking ownership.

## Optional

### RA Office Hours

Want to say good-bye, need an RA to help review your Check-Out Envelope, or have overall questions for the Housing Closing Process? Stop by your RA's Office Hours or any other RA posted hours to get more info! See signs by your building's entry door for the times.

**IMPORTANT-** The 2017-2018 License Agreement ends **Friday, June 8 at 2 PM**. All residents **MUST BE** moved out by this time unless a License Extension has been approved.

\*All forms (agreements, envelopes, etc.) will be available with your RA, RLC, or any of the Housing Front Desk areas. Floor meetings will also provide all items listed.