



ROSA LIND FRANKLIN
UNIVERSITY
of MEDICINE AND SCIENCE

OFFICE OF STUDENT HOUSING

APARTMENT **MOVE-OUT/RELOCATION** CHECKLIST

THIS INFORMATION IS MEANT TO SERVE AS A GUIDE TO OFFICIALLY CHECKING OUT OF STUDENT HOUSING OR TO FACILITATE YOUR RELOCATION TO A NEW APARTMENT. IF YOU HAVE ANY QUESTIONS, PLEASE LET US KNOW.

Check-out Form (old apartment) and Check-in Form (new apartment)

Visit: <https://rfums.wufoo.com/forms/zktt4dd1njglag/> to complete the form and submit it to Student Housing.

North Campus Cart Usage

Carts are available for use during move-in and out times. Carts can be located on the 1st floor of the buildings. Carts will be available on a first come, first-served basis and residents will not be allowed to keep carts overnight. Please return the cart to the first-floor stairwell of your building when you're finished using it. **Do not leave items in the lobby. You will be charged to have them removed.** Carts are only available at the North On Campus site.

Check Out/Relocation Date

Residents who are vacating Student Housing should plan to depart according to the last day of their occupancy.

- ❖ If you're departing midyear, you should plan to move out by the date specified on the termination letter sent to you by a Student Housing representative.
- ❖ If you're departing at the end of your contract or have been granted a contract extension, you should plan to depart by 11:59 PM that day.

If you are simply relocating to a new apartment within Student Housing, please refer to the relocation date that was previously discussed with a Student Housing representative.

Items to Return in your Check-Out Envelope (due by the end of your contract)

Pick up your Check out Envelope at the Campus Safety Office

- ❖ **Return to the Campus Safety Office [HSB L.320]**
 - Apartment Keys (approximately \$100/lock if not returned)
 - Mailbox Keys (approximately \$25/key if not returned)
 - Student ID (if leaving the University)
- ❖ The Campus Safety office is open 24 - 7 for your convenience. They will have an envelope for you to use.

Stop/Transfer Those Services

❖ ITEMS IN NORTH ON CAMPUS STORAGE

- ❖ If you're leaving Student Housing completely, you should take **all** of your belongings from the storage area. If items aren't removed upon move out, they're considered abandoned property and will be disposed of. Staff members will be going through the storage areas on each floor and disposing of items left by former residents. Any former students who have left property behind will be charged for its removal. (\$25.00 per hour per worker with a 4 hour minimum per worker and a minimum of two workers.)

❖ COMCAST MODEMS AT SOUTH CAMPUS (WOODLANDS)

When Students Move out of South Campus (Woodlands) the RFUMS Network Team will be informed that you will be moving out of the apartments and they want to ensure the Comcast Modem that is installed and activated in your apartment is still there.

DO NOT remove the Xfinity/Comcast Modem. The RFUMS Network Team will do that for you.

If you have made any changes to the modem (i.e. Change the SSID and/or Password) Please contact Ethan Gordon, at 224.570.7968 (Ethan2.Gordon@rosalindfranklin.edu) or David Hammergren at 224.570.7943 (David.Hammergren@rosalindfranklin.edu) at your earliest convenience to assist you if need to revert to the industry standard Your Bldg#APT#/Password-Rosalind!

❖ CHANGE OF ADDRESS

US Mail:

You can TEMPORARILY change your address online by visiting the United States Postal Service website at <http://www.usps.com/moversguide>. There may be a small convenience fee charged online. This is a temporary solution that lasts about 6 weeks! You will need to contact all the folks who have your address and update them with a new address. **Please note that Student Housing will not be able to forward your outstanding mail or check your old mailbox for mail or allow you to open your mailbox after you move out.**

University Mail:

Please make sure to visit your Self Service account to change your address. [You can click here to be taken to the site.](#) It's important that you make sure that all University correspondence is being mailed to the correct location. It's your responsibility to make updates, don't forget!

Apartment Condition

- ❖ **EACH STUDENT IS RESPONSIBLE FOR THE STATE OF THE STATE OF THE APARTMENT WHEN LEAVING OR RELOCATING.** University personnel will independently inspect each vacated apartment for damages in need of repair. You will not be present during the inspection. **It is not the intent of Student Housing to bill for normal wear and tear to the apartment,** but the student will be assessed charges that are in excess of *standard* turn-over maintenance and housekeeping procedures.

- ❖ **EACH STUDENT IS RESPONSIBLE FOR REMOVING ALL PERSONAL ITEMS FROM THE APARTMENT.** The university will not be accountable for personal items left in the apartment. The student will be charged for removal of abandoned items as assessed by the University. If you have items that you do not want to take with you, the Salvation Army may pick up these items, free of charge. To schedule a pick-up, call 1-800-958-7825. **Do not leave items in the lobby. You will be charged to have them removed.**
- ❖ **EACH STUDENT IS RESPONSIBLE FOR LOCKING THEIR BEDROOM DOOR ONCE IT IS EMPTY.**
- ❖ **STUDENTS ARE RESPONSIBLE FOR LEAVING THEIR APARTMENT IN GOOD, CLEAN CONDITION.** As you are aware, it is expected that there will be normal wear and tear to the apartment. However, students will be billed for any extraordinary damage and any necessary cleaning. This information is meant to serve as a reference when checking out of Student Housing.

- o Stove/hood \$15
- o Refrigerator \$35
- o Dishwasher \$15
- o Countertops \$10
- o Microwaves \$10
- o Cabinets \$1 per square foot
- o Sink \$15
- o Toilet \$15
- o Tub \$45
- Remove trash and any remaining items
\$25.00 per hour per worker with a 4 hour

minimum per worker and a minimum of two workers. Do not leave items in the lobby. You will be charged this rate to have them removed.

- o Vinyl floor \$.15 per square foot
(or \$50 if under 300 sq feet)
- o Carpet \$.12 per square foot
(or \$40 if under 300 sq feet)
- o Painting Per market rate for
labor & materials

Information is based upon estimated costs and is subject to change to cover the full costs of cleaning, repair, or replacement as needed. If you are sharing an apartment, make sure expectations are clear regarding the division of cleaning duties and when each roommate will be moving out. Costs for common area charges will be divided between roommates.

Facilities Management personnel will inspect each unit sometime after student move out, however there may be a delay in charges for a shared apartment once they've had an opportunity to walk through the entire apartment when both students have vacated. Students will be notified of charges and those charges will be posted directly to your student account.

Questions? Please don't hesitate to contact us via email
Student.Housing@rosalindfranklin.edu or via phone at (847) 578-8354.