Residence and Greek Life

Moving Out

Ready to move out? Consider the following:

- Schedule Check-Out Time with RA
- Pack/remove your belongings
- Clean your room/apartment
- Return furniture to original position
- Attend Check-Out Appointment
- Close windows and curtains/blinds
- Set thermostat to 72° F (22° C)
- Turn off lights/Lock your door
- Return Mail Key to MTCC Post Office

Donation Station

If you have lightly used items that you no longer need, bring them to the designated area of your building to be donated. If you see something in the Donation Station area that you want, take it. May 6 – May 15

- MSV – Center Lounge
- SSV – Lobby of Each Building
- Carman – East Lobby
- Gunsaulus – 1st Floor Lounge

Summer Storage

Residence and Greek Life does not offer summer storage, however, we have partnered with CollegeBoxes.com to offer discounted rates on moving and storage. Students who need to store their stuff or want help moving, visit: collegeboxes.com

Mail and Packages

Students no longer residing on campus should forward mail to their new address. Mailbox keys must be returned directly to the MTCC Post Office. Please contact the MTCC Post Office for more information.

BedLoft

Students who rented a loft or MicroFridge from Bedloft.com should do the following:

- MicroFridge: Unplug, defrost, clean
- Bedloft: Disassemble loft and reassemble bed
- Leave both products in your room

Summer Housing

Students who have requested and been approved for Summer Housing must move by the date communicated via email by Residence and Greek Life.

Most summer residents will move between May 12 and May 19, but some summer residents may need to move earlier or later.

Late Departures

The Late Departure Request Form is available on our website: housing.iit.edu

Late Departure Requests are due to our office by 11:59PM on Wednesday, April 27. Approvals/denials granted by Tuesday, May 3. The latest approved departure date is Sunday, May 15 at 12PM.

Residents Staying Past May 8

See housing.iit.edu for qualifying reasons to extend contract past May 8. If you are able to stay past May 8, you should have received 1) a confirmation email 2) a sign on your door with your new move out date. If you do not have these items by Tuesday, May 3, at 5pm, contact RGL at housing@iit.edu.

Cleaning

Students are responsible for cleaning their room/apartment before moving out. If excessive cleaning by staff is necessary, a minimum fee of $50.00 will be assessed.

Damages and Charges

Students may be charged for any damages which occurred during their occupancy. The cost of these damages will be outlined in an email sent to student’s institutional email address by Wednesday, May 23, 2016.

Some typical charges are outlined below:

- Improper Check-Out: $150.00
- Nightly Rate: $45.00
- Lock Change*: $120.00
- Lost Mailbox Key*: $25.00

*Keys not returned by 5PM on Monday, May 16 will be considered lost.

Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Wednesday, April 27</td>
<td>Late Departure Requests due by 11:59PM</td>
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<tr>
<td>Tuesday, May 3</td>
<td>Residents notified about Late Departure Status by 5PM</td>
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<tr>
<td>May 2-7</td>
<td>Finals Week: Students should move-out within 24 hours of their last final (24-hour Quiet Hours enforced)</td>
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<tr>
<td>Sunday, May 8</td>
<td>Move-Out Day: Students not participating in Commencement, Summer Housing or approved for late departure must move out by 12PM*</td>
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<td>*If you have a sign on your door with an alternate move out date, you can stay until that date</td>
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<td>Saturday, May 14</td>
<td>Commencement Day: Congratulations, Graduates!</td>
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<tr>
<td>Sunday, May 15</td>
<td>Residence Halls Close: All students not participating in Summer Housing must move out by 12PM*</td>
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<td>* Last day for Late Departures</td>
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<td>*Summer residents will have a sign on your door confirming you are able to stay.</td>
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<tr>
<td>Monday, May 23</td>
<td>Residents notified by email of any Damage/Improper Check-Out Fees, with information about appeals</td>
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<td>Appeals are due Monday, May 30 at 11:59PM</td>
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<td>Thursday, May 12</td>
<td>Summer Housing Residents start moving into Summer Assignments (Follow instructions sent by email)</td>
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<tr>
<td>Thursday, May 19</td>
<td>All Summer Housing Residents must be moved into their summer assignments by 5:00PM (Gunsaulus closes)</td>
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Thank You

Thank you for sharing the past year with us. Good luck on finals! Congrats graduates!