



Moving Out



Ready to move out? Consider the following:

- ✓ **Attend your closing community meeting**, which will be held between April 23 - April 27th. Consult your RA for the meeting day time and time.
- ✓ **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 out lights/Lock your door
 - *Return Mail Key to MTCC Post Office*



Late Departures

- The Late Departure Request Form is available on our website: housing.iit.edu
- Late Departure Requests are due to our office by **5PM on April 20**. Approvals/denials granted by Wednesday, May 3. **The latest approved departure date is Sunday, May 14 at 12PM.**



Residents Staying Past May 7

See housing.iit.edu for qualifying reasons to extend contract past May 7. **If you are able to stay past May 7, you will receive 1) a confirmation email 2) a sign on your door with your new move out date.** If you do not have these items by Wednesday, May 3, at 5pm, contact your Residence Hall Director.



Summer Housing

Students who have requested and been approved for Summer Housing must move by the date communicated via hawk email by RGL. Most summer residents will move between **May 3 and May 20**.

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.

Donation Station

Bring lightly used items that you no longer need 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 5 – May 14

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



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 24, 2017**.

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 15** will be considered lost.

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 items in your room*

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.

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











Residence and Greek Life Handbook

For more information about the Move-Out Process and for answers to other questions about Residence and Greek Life, please refer to the Residence and Greek Life Handbook, which is available online, at: web.iit.edu/rgl/handbook or visit our office during business hours.

Thank You!!

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

IMPORTANT DATES

	Thursday, April 20	Late Departure Request Form due by 5PM. The form can be found at housing.iit.edu
	May 1-6	<i>Finals Week:</i> Students should move-out within 24 hours of their last final (24-hour Quiet Hours enforced)
	Wednesday, May 3	Residents notified about Late Departure Status by 5PM
	May 3 - 20	Summer Housing Residents move into Summer Assignments. <i>Follow instructions that is sent to your Hawk email.</i>
	Sunday, May 7	Move-Out Day: Students not participating in Commencement, Summer Housing or approved for late departure must move out by 12PM*  *If you have a sign on your door with an alternate move out date, you can stay until that date
	Saturday, May 13	<i>Commencement Day:</i> Congratulations, Graduates!
	Sunday, May 14	Residence Halls Close: All students <u>not</u> participating in Summer Housing must move out by 12PM*  <ul style="list-style-type: none"> • <i>Last day for Late Departures</i> • *Summer residents will have a sign on your door confirming you are able to stay.
	Wednesday, May 24	Residents notified by email of any Damage/Improper Check-Out Fees, with information about appeals <ul style="list-style-type: none"> • Appeals are due on Wednesday, May 31 at 12PM