Moving Out

Ready to move out? Consider the following:

- Attend your closing community meeting, which will be held between April 22 - April 26th. Consult your RA for the meeting day 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 13. Approvals/denials granted by Tuesday, May 1. The latest approved departure date is Sunday, May 13 at 12PM.

Residents Staying Past May 6

See housing.iit.edu for qualifying reasons to extend contract past May 6. If you are able to stay past May 6, you will receive a confirmation email. If you do not have these items by Tuesday, May 1st at 5pm, contact your professional staff member for your residence hall/building.

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 6 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 4 – May 13
- 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 23, 2018.

Some typical charges are outlined below:

- Improper Check-Out: $150.00
- Nightly Rate: $45.00
- Lock Change*: $120.00
- Lost Mailbox Key*: $35.00

*Keys not returned by 5PM on Monday, May 13 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

- Friday, April 13: Late Departure Request Form due by 5PM. The form can be found at housing.iit.edu
- April 30-May 6: Finals Week: Students should move-out within 24 hours of their last final (24-hour Quiet Hours enforced)
- Tuesday, May 1: Residents notified about Late Departure Status by 5PM
- May 6 - 20: Summer Housing Residents move into Summer Assignments. Follow instructions that is sent to your Hawk email.
- Sunday, May 6: Move-Out Day: Students not participating in Commencement, Summer Housing or approved for late departure must move out by 12PM*
- Saturday, May 12: Commencement Day: Congratulations, Graduates!
- Sunday, May 13: Residence Halls Close: All students not participating in Summer Housing must move out by 12PM*
- Wednesday, May 23: Residents notified by email of any Damage/Improper Check-Out Fees, with information about appeals
- Appeals are due on Wednesday, May 30 at 12PM