Current residents must check out by noon on Saturday, June 13.

If you are taking part in graduation ceremonies, you must contact the Department of Housing Services prior to move-out to be granted an extension. Residents continuing with summer housing will receive special instructions with their summer assignment letter in early June.

DESIGNATED KEY RETURN/CHECK-OUT BOXES

| Belden-Racine, Clifton-Fullerton, Corcoran, McCabe, Munroe, Seton and University Halls | YOUR HALL LOBBY |
| Centennial Hall and Vincent & Louise House | HOUSING SERVICES MAIN OFFICE |
| Sanctuary Hall, Sanctuary Townhomes and Sheffield Square | SANCTUARY HALL LOBBY |

Services + Facilities + Living + Quality
housing@depaul.edu  (773) 325-7196  offices.depaul.edu/housing
2345 N. Sheffield Ave., Suite 301, Chicago, IL 60614
prepare your room or apartment for move-out

AVOID ADDITIONAL FEES BY DOING THE FOLLOWING:

• Wash floors and vacuum carpets in all rooms. Vacuums are available for check-out at front desks starting two weeks before move-out.
• Clean kitchen and bathroom sinks, floors, counters and appliances.
• Remove garbage, papers and personal items from all rooms.
• Return furniture to its original position. Un-bunk and reassemble beds; place a work order if you have trouble reassembling.
• Make sure all walls are free of posters, paper, tape, sticky tack, strips, etc. You will be assessed a damage fee for holes found in walls from hanging pictures or decorations.
• Wipe down all walls and furniture.
• If you rented them, disassemble lofts, clean/defrost refrigerator and clean microwave units. Leave rental items in your room.
• Lock room and bathroom door when exiting unit for the last time.
• Remember to change mailing address with Campus Connect and inform any senders of new address.
• Donate your unwanted personal items to Demon SWAP.
• Email housing@depaul.edu if you are responsible for damages in your room or common area.

Fridge and Loft Rental Returns from Residence Hall Council

Each resident who has rented items from Residence Hall Council (RHC) will need to disassemble and clean the items. **Lofts must be disassembled, original beds must be reassembled and refrigerator/microwave units must be cleared of personal belongings, defrosted, cleaned and dried, and left in rooms until picked up by staff.** If rental items are not disassembled or otherwise ready, residents will be subject to an improper check-out fee. Visit rhc.depaul.edu for more information or contact RHC with questions at depaulrhc@gmail.com.

Confiscated Items

Residents may pick up items confiscated during facility inspections from Housing Services, located in Centennial Hall, Suite 301. Bring your confiscation receipt and student ID to Housing Services during the following times only:

June 8: 12 p.m. - 4 p.m.
June 9: 12 p.m. - 4 p.m.
June 10: 12 p.m. - 4 p.m.
June 11 - 13: 9 a.m. - 4 p.m.

Items confiscated by Residential Education may be picked up by making an appointment with your residence director. **After 4 p.m. on Friday, June 12, items not picked up from either department will be disposed of or donated.**
check-out procedure

- Remove all personal items from room or apartment.
- Complete all applicable items on the previous page to prepare unit for move-out.
- Go to your designated key return/check-out box, listed on the front page.
- Completely fill out a check-out key envelope, place unit key inside and seal it.
- Place the completed key packet in the drop box at your key return/check-out box.
- Return your mailbox key to the Student Mail Center located in the Student Center, Suite 317.

Freight Elevators/Back Door Access
Freight elevators and/or loading dock doors will be available during the following hours:

June 6 and 7 from 10 a.m. - 4 p.m.
June 8 - 12 from 10 a.m. - 7 p.m.
June 13 from 9 a.m. - 12 p.m.

Note that these times are the only periods when the elevators and/or access doors will be available for use. This is applicable to the following buildings: Seton Hall, University Hall and Sanctuary Hall (access door). Should you need to use the elevators or access door outside of the times listed, contact your area office.

Moving Assistance and Parking Information
Moving assistance is not available when moving out. Please plan your move accordingly and bring up to five helpers. All parents and guests must present their IDs, as the guest policy is still in effect during move-out (see next section for details). Wristbands for parking validation will be available to visitors on Monday, June 8 through Saturday, June 13. There are certain street locations that have free parking. Please be mindful of city metering, tow zones, no-parking areas and street signage. There is no parking available for trailers on university property. Housing Services is unable to provide storage during the summer, but several rental facilities are available near campus.

Guest Policy Reminder
Beginning Saturday, May 30 from 9 a.m. until 10 p.m., residents with up to five guests who are actively involved in a move-out will have the option of issuing their guests wristbands. The wristbands will allow guests to come in and out of the front desk area without needing to be signed in and out each time. Guests will still be required to show a valid state ID and have a resident present before being issued a wristband. This option may only be used once by each resident. Otherwise, the normal guest policy will remain in effect.

Moving Carts
Residents may borrow moving carts June 10 - 13 in the Munroe/Belden-Racine courtyard by presenting their DePaul Student ID. An alternate location will be advertised in case of inclement weather. Hours and availability will be listed on flyers in the residence halls. If a cart is damaged or not returned, the resident will be billed.

Demon SWAP
Unwanted items and clothing can be donated to Demon Surplus With A Purpose (SWAP). Demon SWAP allows residents to donate and purchase goods, while raising money for an emergency fund for the DePaul community. Please donate any reusable items at donation locations in your residence hall June 8 – 12 from 12 p.m. – 4 p.m.

Your Lincoln Park Meal Plan
If you do not use your entire dining plan balance, the balance will be available this summer and roll forward to fall, 2015. It will continue to roll over from quarter to quarter and year to year until you are no longer a DePaul student. However, when you are no longer a DePaul student, any remaining balance will be forfeited and is not refundable.
common damages & cleaning charges

Carpentry
Change lock for unreturned key (each core) .......... $100
Key cutting for damaged key (each) ....................... $4
Change mailbox lock ........................................... $20
Key cutting for mailbox key .................................... $10
Replace window lock ............................................ $112

Painting
Paint one bedroom, bathroom, closet or hallway .... $202
Paint one living room ........................................... $269
Paint typical door ................................................ $67
Repair wall/ceiling damage less than 1 square foot ... $67
Repair wall/ceiling damage 1-4 square feet ............ $83
Repair wall/ceiling damage 4-32 square feet .......... $199
Strip and varnish wooden door ............................... $197

Cleaning
Dirty tables, counters, shelves or surfaces (each) ... $31
Excess refrigerator cleaning ................................. $32
Excess stove/microwave/dishwasher cleaning (each) $32
Excess trash removal (per bag) ............................ $31
Excess tub/shower cleaning .................................. $34
Removal of heavy, abandoned furniture (each) ..... $36
Replace carpet section (per sq. yard) ..................... $35
Reset furniture ................................................... $31
Shampoo couch or chair from excessive stains ...... $33

Appliance and furniture replacement
Assembled loft .................................................. Up to $150
Bed (including head & foot boards, springs) .......... $265
Bed end (replacement) ......................................... $50
Closet Works drawer ......................................... $60
Closet Works basket .......................................... $50
Coffee table ....................................................... $298
Couch .............................................................. $992
Desk drawer ....................................................... $50
Dresser ............................................................. $413
End table .......................................................... $252
Kitchen table ...................................................... $569
Mattress ........................................................... $135
Micro-fridge uncleaned/defrosted ......................... Up to $150
Microwave ......................................................... $134
Refrigerator ....................................................... $365
Stove ............................................................... $383
Trash/recycle can for room (per item) ................... $30
Upholstered chair ............................................... $524
Damaged desk chair ........................................... $64
Desk chair (replacement) ................................... $164

Each room will be inspected by student and professional staff members for damages and cleaning charges. If damages or cleaning issues are found, a fee will be assessed and an email will be sent to the email address you have listed in Campus Connect by August 1, 2015.

All damages will be split equally between roommates (and suitemates for bathroom charges), unless written notification by the responsible party is provided to housing@depaul.edu from the email address on file with the university by June 13, 2015 at the latest.

More information about damage billing can be found in your Guide to Student Housing and in your housing agreement terms and conditions.

The housing agreement terms and conditions state, “The student shall maintain the housing space in a clean and orderly condition and make no alterations to the premises, including, but not limited to: installing locks or safes; erecting partitions or attaching anything to ceilings, walls, floors or exteriors. Students agree to pay for any damage and/or cleaning charges ... as well as any charges for missing items from their room, suite, or apartment.”

Residents are held responsible for any changes in room condition (damages, missing items, etc.) that were not reported or did not exist at the time of move-in. All residents are given an opportunity to report preexisting conditions to their room via the housing condition report provided to them upon check-in.

Listed to the left are examples of the most common charges residents receive. Please note that this list is not exhaustive.