Current residents must check out by noon on Saturday, June 11.

If you are taking part in graduation ceremonies, you must contact the Department of Housing Services at least one week 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 and must be available June 14 for summer move-in.

DESIGNATED KEY RETURN/CHECK-OUT BOXES

Belden-Racine, Clifton-Fullerton, Corcoran, McCabe, Munroe, Seton and University Halls

Centennial Hall and Vincent & Louise House

Sanctuary Hall, Sanctuary Townhomes and Sheffield Square

YOUR HALL LOBBY

HOUSING SERVICES MAIN OFFICE

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 Unit 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. Contact RHC with questions by visiting rhc.depaul.edu for additional information.

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 6: Noon - 4 p.m.
- June 7: Noon - 4 p.m.
- June 8: Noon - 4 p.m.
- June 9 – 10: 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 10, 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.
- Return room key to your designated key return/check-out station, listed on the front page, and fill out a check-out key envelope.
- Place the completed room key envelope in the drop box at your check-out station.
- 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 4 and 5 from 10 a.m. until 4 p.m.
- June 8 – 10 from 10 a.m. until 7 p.m.
- June 11 from 9 a.m. until noon

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 Guest Policy Reminder

Moving assistance is not available when moving out. Please plan your move accordingly and bring up to five helpers. Beginning Saturday, June 4, from 9 a.m. until 10 p.m., residents will have the option of issuing guest wristbands to up to five guests who are actively involved in their move-out. 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. All guests are required to show a valid state- or government-issued 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.

Parking Information

Beginning on Monday, June 6, and running through Saturday, June 11, the issued guest wristbands will also include one day of complimentary parking in the Sheffield Avenue or Clifton Avenue university parking garages. 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.

Moving Carts

Residents may borrow moving carts June 8 – 11 in the Vincent and Louise Courtyard between Munroe and Belden-Racine halls by presenting their DePaul Student ID. Hours and availability will be advertised in the residence halls, with an alternate location available in case of inclement weather. If a cart is damaged or not returned, the resident will be billed.

Demon SWAP

Demon Surplus With A Purpose (SWAP) allows residents to donate unwanted items and clothing, which will be resold to raise money for an emergency fund for the DePaul community. Please donate items in your residence hall June 6 – 10, noon until 4 p.m. ahead of the June 15 event. Learn more at tinyurl.com/demonswapshop.

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 2016. It will continue to remain active until June 10, 2017. After that date, 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, 2016.

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 11, 2016 at the latest.

More information about damage billing can be found in your Guide to Student Housing (available online at tinyurl.com/dpuhousingguides) 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.