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
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.
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- Remember to change mailing address with Campus Connect and inform any senders of new address.
- Donate your unwanted personal items to Demon SWAP. 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.
- Remove garbage, papers and personal items from all rooms.
- Complete all applicable items on the previous page to prepare unit for move-out.
- Email housing@depaul.edu if you are responsible for damages in your room or common area.
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- Email housing@depaul.edu if you are responsible for damages in your room or common area.
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 uncleared/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.