May 2013 Residence Hall Move-Out Information

CHECK-LIST

☐ Complete online maintenance requests at least two weeks prior to Check-Out to have problems in your room fixed.
☐ Inform your Resident Adviser of your confirmed departure date / time.
☐ Pack and remove all personal belongings from your room: double-check drawers, closets, and corners carefully. (ITEMS LEFT BEHIND IN THE ROOM AND CORRIDORS WILL BE DISCARDED AND YOU WILL BE CHARGED!)
☐ Do not leave personal belongings in the hallway unattended. (They will be discarded)
☐ Remove all trash to the assigned location. Trash bags are available. (Do not use these bags for storage)
☐ Take all food, laundry detergent, dish soap, clothes, books, TV and computers to the Give and Go Green Stations
☐ Clean and sweep/vacuum your room.
☐ Clean and sweep/vacuum suites and common areas where applicable.
☐ Remove all personal kitchen items/appliances.
☐ Clean kitchens and common areas where applicable.
☐ Remove the message board, door tags, posters and tape from your door(s) and walls.
☐ Close and lock your window.
☐ Close and lock your door.
☐ Place your “yes, I’m checked out!” (with QR code) on your RA’s door.
☐ Bring your signed Check-Out envelope, with any rooms keys inside of the envelope, to the nearest Express Check-Out Box located at the security guard desks of each building, or to the Hartley Hospitality Desk.
☐ If you use your Columbia University ID Card as your key, you have to return a signed Check-Out form to the Express Check-Out Box or to the Hartley Hospitality Desk.

Sign below when you have vacated your room and/or suite. In corridor style, leave this sheet taped to the outside of your room door or in suite-style, taped to the outside of the suite door. Questioning where to place this sign? Contact your RA. This will allow the Resident Adviser to have a visual confirmation each day on who has left the community.

Name: ___________________________ Building & Room: ___________________ Date/Time: ________________

Cellular Contact Number: ________________
Non-Seniors must vacate their rooms within 24 hours after the last exam or by 12:00 PM on Saturday, May 18, 2013, whichever is sooner. Seniors must vacate their room by 12:00 PM on Thursday, May 23, 2013.

Check-Out Information

If you do not vacate your room and Check-Out by the scheduled time, you will be charged a late Check-Out fee of $100 for the first hour and $50 for each additional hour. This INCLUDES a late Check-Out through the Express Check-Out Box. Columbia Housing employees will be collecting the Check-Out envelopes/forms at 12:00 PM on 5/18 or 12:00 PM on 5/23, and any envelopes/forms submitted to the Express Check-Out Box past 12:00 PM on 5/18 or 5:00 PM on 5/23 will be considered late and subject to late fees. In addition, any residents who remain in their rooms, suites or corridors after 12:00 PM on 5/18 or 12:00 PM on 5/23 will be subject to these same late fees.

You will be recorded as having checked-out only after:

- All keys issued to you at Check-In (do not include your Mailbox Key) have been returned, either by returning them to the Express Check-Out Box near the security desk of your residence hall or to the Hartley Hospitality Desk. If you fail to return your suite and/or room key(s), you will be charged $60 for unreturned key.
- Each resident must return a signed Check-out envelope or Check-Out form to either the Express Check-Out Box or to the Hartley Hospitality Desk in order to be considered checked-out. If you are in a residence hall in which your Columbia ID Card is your room key, you will have to return a signed Check-Out form so that Columbia Housing is aware that you have checked-out. Residents from these buildings will submit signed forms to the Express Check-Out Box or to the Hartley Hospitality Desk.

Damages to Property

You are financially responsible for any damages, missing items, or unsatisfactory conditions in your room. Financial responsibility for areas other than individual student rooms will be assigned to the smallest definable group (i.e. suitemates sharing a common area). Residents will be charged for costs including, but not limited to:

- Replacing or repairing furnishings, appliances, or fixtures that have been altered or removed without express written approval from Housing Services. This includes items removed from personal rooms, suite common areas, floor and building lounges, and other residence hall spaces.
- Returning furnishings, appliances, or fixtures to their proper locations.
- Additional cleaning of common area appliances, rugs, floors, or furnishings after Check-Out.
- Taking corrective action when residents do not maintain satisfactory housekeeping, sanitation, and safety standards.
- Repairing and restoring beyond normal wear and tear.
- Replacing or restoring fire equipment or other safety devices.
- Removing abandoned bulk items such as furniture or cement blocks.

The charge for repair, restoration, or corrective action will equal the costs of material and labor. The charge for items lost, stolen, or destroyed will equal the cost of replacement. The minimum common area damage charge is $10 per resident. For more information visit - http://www.columbia.edu/cu/housing/docs/returning_students/checkout/damage.html.

You are responsible for the following room inventory (*indicates one per resident):

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bed Frame *</td>
<td>Mattress *</td>
<td>Desk *</td>
<td>Desk Chair *</td>
<td>Dresser (1 or 2)</td>
</tr>
<tr>
<td>Trash Can (1 or 2)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Closet door(s) or Wardrobe</td>
<td>Suites: Kitchens and Common Areas</td>
<td>Bookcase (if applicable)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please be aware that it is your responsibility to get written documentation from your roommate(s)/suitemate(s) for any specific damages they caused in your room or suite. Your Associate Director must receive this documentation prior to Closing Day (see dates above). All damages not identified in writing prior to this day will result in both roommate(s)/suitemate(s) being charged equally for any costs.