

Campus Village Building Apartments
(CVA & CVB) 2016-2017 Apartment
agreement ends at

12:00 PM (Noon) on
Sunday,
May 28, 2017.

All residents must be checked
out of their apartment and
moved out completely by
12:00 PM (NOON) on
Sunday, May 28th.

Summer Housing

If you are taking summer session classes and want
to live on campus over the Summer, please log on to:
<http://www.housing.sjsu.edu> for more
information about your housing options.

Express Check-Outs

Express check-outs will NOT be offered during this
process.

Check-Out Information

If you have any questions please contact the CVA
or CVB Courtesy Desk, your RA, or Apartments
professional staff.

**Have a great
Summer
and
we look forward
to seeing you
in the Fall!**



University Housing Services

*Final Check-Out Procedures
for the Apartments
(CVA & CVB)*

Thank you for choosing to live
in the Apartments for the
2016-2017 academic year.

The following information is provided
to assist you with the end of the year Apartments
check-out process.

After you have read this summary,
please feel free to contact your
Residential Life Coordinators at
Katrina.Pratts@sjsu.edu, 408-795-5665 or
Pongpunya.Korpob@sjsu.edu (Jack),
408-795-5666 or
Jay.Ward@sjsu.edu, 408-795-5668 or
University Housing Services at
uhs-frontdesk@sjsu.edu or

SJSU SAN JOSÉ STATE
UNIVERSITY

How to Check-Out*

All apartment license agreements end at 12:00 PM (noon) on Sunday, May 28, 2017. Failure to checkout on time and complete the following steps will result in fees and charges.

1. We will have RA/ResLife staff in the Residential Activity Center (RAC) on Wednesday, May 17th–Saturday, May 27th between the hours of 8:00AM–10:00 PM for “walk-in” check-out hours. Note that staff is limited, so please expect some wait time (first come-first served).
2. You may also checkout at the RAC on Sunday, May 28th from 8:00 AM-12:00 PM (noon). All residents checking out after 12:00 PM (Noon) on May, 28th will be charged a late fee.
3. Use this list to prepare for your check-out with the RA. All items should be completed **before** the RA comes to check you out of your space.
 - a. Remove all personal belongings from apartment, including bedroom, bathroom, kitchen and living room.
 - b. Close and lock the windows in your room/apartment
 - c. Replace all furniture to original locations
 - d. Vacuum and sweep the floors in the entire apartment
 - e. Clean desktops, dressers, drawers, and shelves
 - f. Remove all trash- this must be taken to the trash rooms or the dumpsters in the garage
 - g. Turn in your set top box to the computer lab.
 - h. If you live on floor 2 or higher, leave your blinds open. Floor 1 should close blinds.
4. Meet with an RA for the final checkout.
 - a. Submit bedroom key
 - b. Turn in access card
 - c. Review and sign inventory sheet
 - d. Go online to complete mail forwarding info

*Residents will be charged for improper check-out and/or a cleaning fee if these steps are not followed.

Things You Need To Know...

24 Hour Quiet Hours

24-hr quiet hours officially begin *Tuesday, May 16th at 10:00 PM through Thursday May 25th at 2:00PM.* Please respect the community members around you. If you need help with a noise related problem, contact the person making the noise or the RA on duty if necessary.

Violations of Quiet Hours during this time may result in your release from Housing. DVDs, pool equipment, ping pong, & foosball equipment will not be checked out during this time.

Apartment Common Areas

Please remove all materials from the apartment common areas. Be sure to check all cupboards and drawers.

Cleaning

Your entire apartment needs to be clean when the first resident checks out. If your space is not clean you will not be permitted to check out of the room. Bathrooms, bedrooms and common areas all need to be clean. Charges will be assessed for spaces that need additional cleaning after residents leave.

Trash & Bottle/Can Removal

Trash bags will be available at your building front desk on Friday, May 12th. *Please use the bags provided.* You are responsible for taking your trash and recyclable materials directly to the trash rooms or dumpsters on the Parking Garage Level 1 by the elevator. **Please do not place cans or bottles in the common area trash cans! Use the recycling bins in your trash rooms.**

Bicycles

Don't forget...If you have a bike locked to one of the many racks around the residence halls, you will need to take it with you. If you have a Bike Cage key, you will need to return it, or you will be charged \$75, during your check out. **UHS will not store your bike over the summer!**

Parking

Parking will be limited around the Housing area and in the Campus Village parking garage from May 19th through May 28th. **UPD will be ticketing those vehicles without parking permits and those who exceed their temporary parking permit time limit.**

Roku Box Return

If you have received a Roku box you **must return it to the CVB first floor Computer Lab** during their operating hours. Please note that the lab will be open regular hours through May 10th with special hours 5/11–5/24: **Sunday-Friday Noon-1:00AM, and Saturday Noon-6:00PM.** Failure to complete this process will result in a replacement charge of \$175.

WASH Laundry Cards

Retain your WASH laundry card if you are returning next year. If you are not returning, please use all the money on the card and return it when you check out. **If you end up with more than \$10 on your card the Hall Desks will have refund requests.**

Tower Card / Meal Card

You do not return your Tower/meal card because this card also serves as your ID. Keep it in a safe place; replacement of student ID cards cost \$5.00.

Last Meal in the Dining Commons

The last meal for the 2016-2017 academic year is Lunch on Thursday, May 25, 2017, closing at 2:00PM.

Access Cards

Return your access card when you check out. For those returning next year you will receive a new card when you arrive and check in.

Mail Forwarding

Please change your address with those who need to know your summer address. Go to www.housing.sjsu.edu and click **Mail Information** on the **Quick Link** section. Go to the bottom of that section and complete the **Mail Forwarding Form**. Only first class mail will be forwarded for up to 3 months. **All mail will be returned to sender if no mail forwarding address is on file.** Packages will be held for pick-up for a few days and if not retrieved, will be returned to sender. Magazines won't be held/forwarded.

Failure to Move

There will be a fee for failure to move by May 28th at Noon. UHS has the authority to assess charges after May 28th (\$100 per night). This fee is in addition to the \$50 improper check-out fee and daily room rate.