
All residents must be checked out of their apartment and moved out of the building by NOON on Sunday, May 29th.

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 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!

Good luck on finals!
How to Check Out

All apartment licenses end at noon May 29, 2016. Failure to checkout on time and complete the following steps will result in fees and charges.

1. You can set up an appointment with an RA between Tuesday, May 17th-Sunday, May 29th. There will be sign-up sheets at the CVB Courtesy Desk. You must sign up 48 hours in advance and if at all possible you should checkout with all your roommates.

2. You may also checkout through the CVA/B Courtesy Desk any night from 7:00—10:00pm. RA’s will also be at the CVA/B Desk on May 29th from 8am—Noon (first come, first served).

3. Use this list to prepare for your check out with the RA. All these 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

* RA’s will refuse to complete a student’s checkout if these steps are not completed.

Things You Need To Know...

24 Hour Quiet Hours
24-hour quiet hours officially begin on Monday, May 16th at 10pm through Wednesday, May 25th at 2pm. Please respect the community members around you. If you need assistance 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, and foosball equipment will not be checked out during 24 hour quiet hours.

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 13th. 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. ***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 around the residence halls or in the bike enclosures in the Campus Village Parking Garage, you will need to take it with you. University Housing Services will not store bicycles over the summer!

Parking
Parking will be limited around the Housing area and in the Campus Village parking garage from May 20th through May 29th. UPD will be ticketing those vehicles without parking permits and those who exceed their temporary parking permit time limit.

Set Top/Roku Box Return
If you have received a Set Top/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: Noon-1am Sunday-Friday, Noon-6pm on Saturdays, and Sunday, May 29, 10am-Noon. Failure to complete this process will result in a replacement charge.

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 2015-2016 academic year is Lunch on Wednesday, May 25, 2016.

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 mailing 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 29th at Noon. UHS has the authority to assess charges after May 29th ($100 per night). This fee is in addition to the $50 improper checkout fee and daily room rate.