

## Residence Hall Students Leaving West Virginia State University

Residents not returning for the spring semester (i.e. graduating, withdrawing) must complete the checkout process on/before Saturday, December 13 at noon. This includes formally cancelling your housing contract for the spring semester by notifying our office in writing; cleaning your space prior to your departure; formally checking out of your room via your RA/RL; and returning your key(s) to your area desk.

- Coordinate a time with your RA/RL at least 48 hours prior to when you wish to check out.
- Please remove all personal belongings from your room prior to checkout time.
- Please return all furniture to its original position. (There is a \$25.00 minimum for additional cleaning.)
- Please remove posters, tape/decals and residue, nails, hooks, etc. from walls, windows, and mirrors.
- Please clean your room and/or apartment thoroughly. Clean and defrost the refrigerator and clean the stove and other appliances in the apartment if applicable.
- Please remove trash and sweep/vacuum the floor. Common areas must be cleaned each time a member of the living unit checks out, otherwise cleaning charges will apply - regardless of who is responsible for clean-up.
- Leave the thermostat on HIGH or 70 degrees and close your drapes/blinds when you leave.
- If you are the first person in your room/suite/ apartment to check out, please have your room/suite/apartment mate present, if possible, at the time of your checkout to clarify who is responsible for any damages that might be identified.
- Turn in your room key(s) to your RA/RL or the Keith Hall front desk.
- Update your address on MyState
- **Failure to complete these steps could result in additional charges and any applicable damage fees.**

### LOST/DAMAGED KEY CHARGES:

#### Lost Room and/or Apartment Key:

Lost Key	\$100.00
Failure to return Key	\$100.00

### ADDITIONAL CHARGES

- Room Damage Charges will be assessed by your residence life and facilities staff after checkout. If a charge cannot be assessed by a Residence Life staff member, the damage will be documented on the RCR and the charge will be determined by the maintenance staff and mailed to you at your permanent address.