North Village & Greenbelt Closing Instructions

The following procedures must be followed before you leave at the end of this semester. Any questions should be directed to the Housing & Residence Life office at 864-294-2092.

All students should check out of their apartments within 24 hours after their last exam. Exceptions to this policy include those who are graduating, assisting with graduation (singers, marshals, ushers, etc.), working for the University, or staying for May X. These exceptions must vacate by 1pm on Sunday, May 11th.

Proper check out involves a visit to the RA Office in NV J-100 where you will return your keys and sign paperwork. You will also return to your apartment with an RA for a final inspection of your living space.

Failure to follow these instructions and check out properly will lead to a minimum assessment of $75.

Failure to adhere to the above deadlines (24 hours after your last exam OR 1pm on May 11th for seniors & graduation helpers), may result in late fees up to $300, in addition to fines for damages.

When can you check out??

Check outs can only occur during the following days and times, unless otherwise arranged with the RA for your individual building:

- Wed, April 30th - Wed, May 7th: 9am - 10pm
- Thursday, May 8th: 9am - 4pm**
- Friday, May 9th: 12pm - 10pm**
- Saturday, May 10th: 9am - 6pm**
- Sunday, May 11th: 9am - 1pm
  - On Sunday, May 11th, go to NV J-100, not the RA office.

How do you check out?

1. Clean the room thoroughly. Remove all personal belongings, furniture and trash from your apartment and surrounding grounds. (Moving items outside onto the grass or breezeway will still result in late fees as the university expects students to fully vacate the premises by its checkout deadline.)

2. Lock your room, take your key to the RA Office, then sign and date the Room Condition Report (RCR). An RA will accompany you back to your room/apartment. The RA will inspect your room and discuss any damages which may have occurred during the year and who is responsible for them.

**Please note, our office hours vary on these days because of other duties and responsibilities placed on our staff members by the university. It’s in your best interest to plan accordingly and arrive at least 20 minutes before we close the office each day. We anticipate May 7th, 8th and 11th will be our busiest days – so please anticipate long lines. Thank you in advance for your patience during this busy time of the year for us!

Below you will find a list of commonly overlooked details that can lead to closing fines. All of these charges are avoidable, so make sure to plan ahead, especially with your roommates:

- Improper Checkout - $75
- Missing Keys - $50 (apt) and $25 (bedroom)
- Reinstallation of Closet Door - $30
- Cleaning of Kitchen – $100 (approx.)
- Late Checkout – up to $300
- Missing Recycling Bin - $25
- Incorrect Setup of Bedroom Furniture - $20
- Cleaning of Bathroom – $75 (approx.)

IMPORTANT INFORMATION IS ON THE BACK OF THIS SHEET
ALL rooms and apartments must be clean and empty at the time you check out. For your room and/or apt to be considered clean, each of the following tasks must be completed:

- Remove all personally owned furnishings and belongings from your apartment. Housing and Residence Life is not responsible for items left behind and the university reserves the right to dispose of items without further notice. Residents will also be charged for the removal of any property left behind.

- Remove all trash and garbage from the apartment and transport it to the appropriate dumpster. Do not take the recycling bin provided by the university or you will be assessed for its cost.

- To avoid fines, ensure bedroom furnishings are placed in the correct configuration. This includes the bed (headboard end) on the bedroom door wall, dresser/hutch on the closet wall and desk on the window wall.

- Rehang closet doors (if removed) to avoid assessments.

- Remove any adhesive products from any surfaces within the apartment. Be sure to also examine and remove such residue from the front door, windows, balcony, or patio area.

- Clean your entire apartment thoroughly! This includes refrigerators (inside and out), stoves (under the burners including removing all grease/oil buildup), ovens, sinks, cabinets, drawers, etc.

- Tub/shower units must be washed and clean of all soap scum buildup. (Tilex soap scum remover or similar products are suggested. Do not use abrasive cleansers on acrylic surfaces.)

- All temporary fixtures must be removed (i.e. extra mirrors, shelf lining, T-pins or other picture holders, etc.).

- Balconies and patios should be swept and free of any trash, including cigarette butts and pet waste.

- All walls, ceilings, trim, mini-blinds and furnishings should be free of dust and dirt.

- All carpeted areas should be vacuumed and stain-free. All tile floors should be swept and mopped.

- Windows and doors must be closed and locked. Safety is especially important this time of year, so please do your best to protect yourself and your fellow students.

- Turn in both of your keys and sign your Room Condition Report.

- Failure to comply with the above guidelines will result in assessments for residents, either individually or collectively, as applicable.

  Furthermore, each resident of the apartment is responsible for the condition of the apartment upon its vacancy. **Therefore, the first resident who checks out is NOT absolved of responsibility in the event their apartment is not left in proper condition when the second, third or fourth resident leaves.** Please communicate with roommates ahead of time to avoid confusion over expectations.

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**LEAVING YOUR CAR ON CAMPUS OVER THE SUMMER?**

As a student, you may park your vehicle behind McAlister Auditorium in a parking space which is not reserved. Please provide the Furman University Police Department with your name, cell phone number or other summer contact number, as well as a description of the vehicle (make, model, color, and license). When you return to campus to remove your car, please inform University Police dispatch (864-294-2111).