

End of Year MOVE OUT



All residential communities close for the
2022-2023 academic year:

5PM FRIDAY, MAY 12, 2023

End of the Year Move Out Information

We hope classes are going well and you are enjoying the spring weather. With the end of the semester right around the corner, we are reaching out to share important information with you about the move-out and check-out process for the end of the year. Please be sure to review all of the information in this email, as there are several important dates and instructions contained within it.

Move Out Dates & Deadlines

Residents are expected to check out 24 hours after their last exam, however, the move-out deadline for all non-graduating residents is:

Friday, May 12, 2023, by 5:00 PM

Residents who are graduating (congratulations!!) can move out by 12 PM on Sunday, May 14th, with an approved extension (must be requested by April 26th).

Residents remaining in the residence halls after this time who do not have an approved extension will be fined.

Need to Request An Extended Stay?

A note about

REQUESTING AN EXTENSION:

- Not all extended stay requests will be granted.
- Extended stay requests will only be granted through Monday, May 15, 2023.
 - If you need to stay on campus beyond May 15, please complete a summer housing application in THD (released in mid-April)
- There is a daily fee of \$35.00 for staying past the move-out date.
 - This fee is waived for graduating seniors, international students, and pre-approved groups
- Submitting your extended stay request after April 26, 2023, will result in the daily fee, along with a late application processing fee of \$35, no exceptions.
- Exceptions to the move-out deadline will not be made to accommodate work schedules.
- Students who request an extension by the deadline will receive a response either granting or denying their request by Monday, May 1st.

Any resident who needs to stay past 5 pm on May 12, 2023, MUST request an Extended Stay.



Move-out extensions will only be granted through Monday, May 15, 2023. If you need to stay on campus beyond May 15, 2023, please complete a summer housing application in THD (available after Easter Break).



Complete an application in



NEED SUMMER HOUSING AND A SUMMER JOB?



WE ARE HIRING

SUMMER ASSISTANTS

APPLY ON Handshake JOB #7684807

How To Move Out

Step 1: Attend Move-Out Floor Meeting in Your Community

The Resident Assistants in your community will be holding mandatory meetings to explain the move-out procedures and the check-out process. These meetings will take place between April 3rd and April 14th. Be sure to check for flyers in your community, as well as your community's group chat for information on when these meetings will be held.

Step 2: Clean, Pack, and Prep!

- Residents are expected to check-out within 24 hours of their last final. Be sure to make arrangements for transportation/storage of personal items, and either sign up for a check-out time with your RA at least 24 hours in advance or Express Check Out.
 - Express Check-Out (9 am - 11pm):** This option allows residents to simply drop their keys off and leave, without checking out with an RA. To Express Check-Out, pick up an express check-out packet at the Residential Life Office or at your building's front desk, and once you are completely moved out of your space, drop your completed packet containing your room keys at the Residential Life Office or at your building's front desk. **Please note if you express check out you forfeit your right to appeal any damage charges issued by a professional staff member.**
- Before leaving your room, make sure to clean bathrooms, furniture, blinds, floors, and throw all trash in the outside dumpsters (note: trash rooms will be closed starting Monday, May, 8th). Any messes that staff have to attend to will result in fines. As you are checking out, please close your windows and shades, turn off the lights, set your thermostat to 72 degrees, and close/lock your door.

Step 3: Check Out

- Check-out instructions and details will be posted around your community, as well as communicated during your community's End of Year Move Out Meeting. Be sure to follow all checkout instructions to avoid fees!
- Residential Life staff will enter each room after we have closed to inspect for damages and cleaning issues. If you are aware of a maintenance issue, turn in a work order for your space as soon as possible
- Before leaving your room, make sure to clean bathrooms, furniture, blinds, floors, and throw all trash in the outside dumpsters (note: trash rooms will be closed starting Monday, May, 8th). Any messes that staff have to attend to will result in fines. As you are checking out, please close your windows and shades, turn off the lights, set your thermostat to 72 degrees, and close/lock your door.

Have Issues In Your Room? Put in a Work Order

- Turning in a work order does not exempt you from any penalties assessed due to damage. Please note that work orders related to painting or wall repairs will not be completed.
- Fines for damages and cleaning will be assessed by professional staff, NOT RAs. The RA staff will notate and document any changes to the room from the time of the resident's move-in. If you are being charged for damages, you will receive a notice of charge within 30 days of your check-out date.



WITH YOUR RA VS EXPRESS: WHAT'S THE DIFFERENCE?

Checkout With Your RA (White Packet)

- MUST select a specific check out date/time
- MUST sign up with an RA 24 hours in advance.
- Your RA will bring the packet with them to your checkout.
- Takes approximately 10 minutes to complete
- Eligible to appeal any room damage fees.

Express Checkout (Orange Packet)

- Pick up a packet from the front desk or the Residential Life Office (only take a packet if you are intending to express check out)
- Instant Check Out - Drop your keys and go.
- Drop off keys at the **Residential Life Office** (during business hours) or at the front desk (outside of business hours)

NOTE: YOU CAN NOT APPEAL ROOM DAMAGE FEES!

UNLESS YOU HAVE AN APPROVED EXTENSION, YOU MUST BE CHECKED OUT OF YOUR SPACE BY 5PM ON FRIDAY, MAY 12TH

Other Important Move-Out Information

24 hr. Quiet Hours during Finals Week

Out of respect to those studying for finals, 24-hour Quiet Hours will begin Friday, May 6th at 10 PM.

What do I do with all my trash?

Bring all your trash to the designated dumpsters outside of the residence halls. The refuse/trash rooms are not large enough to handle the amount of trash when everyone is moving out. Excessive amounts of trash (overflowing floor and refuse room trash cans) may result in floor-wide charges of a minimum of \$25 an hour for additional trash removal.

I plan to take classes and/or live on-campus over the summer. Where do I live until then?

Students who plan on living on campus for the summer, need to complete the 2023 Summer Housing Application in The Housing Director. When your summer housing assignment is provided to you in the 1st week of May, you will receive transition instructions for your summer housing assignment.

What do I do with my MicroFridge?

Below are instructions from the MicroFridge rental company. You have to defrost and clean your MicroFridge. Please leave your MicroFridge in your room. They will pick them up AFTER finals.

- To Avoid Additional Cleaning Charges of \$35 Units MUST Be:
 - LEFT INSIDE YOUR ROOM: If you have moved or transferred the fridge to another room, please notify us. If the fridge cannot be found, you will be billed for a replacement fridge.
 - FULLY DEFROSTED: Please remove all food items; unplug the unit TWO DAYS PRIOR TO WHEN YOU'RE LEAVING. (DO NOT USE any sharp objects to defrost the unit.)
 - COMPLETELY CLEAN & DRY: This includes seals and inside/outside surfaces of the refrigerator, freezer, and microwave. THERE WILL BE A \$35 CHARGE IF NOT CLEANED.
 - RETURN WITH ALL PARTS: Top shelf and bottom shelf, microwave plate, and spinner ring. There will be additional charges for MISSING PARTS.
 - PLEASE LEAVE THE REFRIGERATOR AND FREEZER DOORS OPEN.

If you have any questions or concerns regarding your micro-fridge, please call Collegiate Concepts Customer Service Department at 515-597-2303 or email them at: sales@CollegeFridge.com.

Avoid Costly Fees!

We know colleges is expensive enough, and we don't like charging students when possible. Here are some recommendations to reduce the possibility of avoidable damage and check-out fees

- Don't leave anything behind! Abandoned property fees start at \$25 per bag/large item! Double-check drawers, closets, and that weird spot under your bed.
- Takedown all wall decorations - CAREFULLY. Leaving things like command hooks up on the walls may cause you to get charged for their removal.
- Be on time! There are quite a few deadlines to be mindful of surrounding move-out. Be sure to stay on top of them to avoid a \$100 improper check-out fee.
- Return your keys! Don't leave your keys in your room or with a friend. If your keys are not returned, you will be charged for the cost to change the locks on your room - \$200.
- BONUS: Don't park where you're not supposed to. LUPD will issue tickets to (or boot!) cars that are parked where they are not permitted.

Summer Storage Available!



Don't want to lug everything back home only to bring it back in the fall?

Summer storage and moving services are available through a partnership with Attic Space. Visit their website at

www.atticspace.com to learn more.

Don't Dump, Donate!

Residential Life is partnering with **Greening NOLA** to offer students the ability to donate items they don't want to be redistributed throughout the community. See move out communication closer to the end of the semester for add details.

For Questions and Other Information

If you have additional questions or need additional information related to end-of-year move-out you are more than welcome to contact our office at reslife@loyno.edu or 504-865-2445.

We wish you the best as your prepare to finish the semester strong!