



SF STATE

Spring Move-Out 2011

SF State Housing

Move-out Basics

Residents must be completely moved out of their units by Friday, May 20 at 8pm.*

Resident Assistants will begin holding mandatory floor meetings regarding move-out details in late April and early May. Residents are held responsible for information given at these meetings.

Residents must schedule a check-out appointment with their RA. Failure to make and complete this appointment will result in a \$50 Improper Check-out fee. All belongings should be removed and all cleaning done *prior* to the check-out appointment.

Students may be charged for items left behind, cleaning and damages. See page 3 of this guide for details.

*Overnight Extension Request

Residents may request to stay in their space beyond the May 20 move-out deadline. Requests are subject to approval by your Area Coordinator. Students who are approved for the Overnight Extension will be allowed to remain in their room until 10am on Saturday, May 21. All other check-out requirements still apply.

Overnight Extension Request forms and details can be found online and in the Housing Business Office.

Important Dates and Events

- ◆ **Late April/Early May:** RAs will hold mandatory floor meetings to inform residents about moving out.
- ◆ **May 3:** Give 'n' Go begins.
- ◆ **May 6:** Overnight Extension Requests are due to Housing Business Office by 5pm.
- ◆ **May 10:** Residents will be notified about their Overnight Extension Request via their campus mailbox.
- ◆ **May 14:** Finals begin. 24-hour Quiet Hours in all communities.
- ◆ **May 20:** Last day of Finals.
Meal Plans end after lunch.
Students must be moved out by 8pm.
- ◆ **May 21:** Commencement.



Table of Contents

Move-out Procedures	1
Calendar	1
Summer Housing	2
Damage Charges	2
Service Desk	2
Give 'n' Go	3
Mail Forwarding	3
University Park	3

Summer Housing

Housing is available for students taking classes during the Summer sessions.

Students interested in living on campus during the summer need to submit a Summer Housing License Agreement with full payment by at least one week prior to the beginning of their Summer class session.

Students who are currently living in Housing and have a paid Summer License Agreement are eligible for an addendum which covers May 21-June 4. Students with addendums will still require the Overnight Extension Request to cover the night of May 20.

For more information on Summer, see <http://www.sfsu.edu/~housing/summer>.

Damage Charges

Room/apartment damage charges will be split between roommates, unless the identity of the person responsible can be documented. Please note room cleaning or damage charges can be assessed after you've signed your Room Condition Form and checked out. The following is a **sample** list of charges that can be acquired:

Individual Charges:

- ◆ Adhesive residue (stickers, tape, etc.) —\$20.00
- ◆ Your side of room requires painting—\$82.50/wall
- ◆ Broken/missing mirror—\$153.00
- ◆ Missing or damaged bed—\$55.00—\$256.50
- ◆ Damaged furniture (minor damages) —\$11.00-\$33.00

Shared Charges:

- ◆ Missing/damaged blinds \$15.00-\$119.00
- ◆ Damaged door —\$8.50—\$153.00
- ◆ Failure to vacuum—\$22.00
- ◆ Room requires painting—\$16.50-\$247.50



These charges are subject to change based on the severity of the damage. Further charges will be assessed by Housing maintenance staff. Damage, cleaning, and improper check-out bills will be sent to your home address and the charges will be added to the resident's university student account. SF State will place holds on student registration and grades access for those who have not paid outstanding charges.



A Note from the Service Desk

While the Service Desk is always available to take service requests for emergencies and urgent matters, no work orders for non-essential repairs will be taken after May 13.

Give 'n' Go! A Sustainable Move Out

Don't trash anything that can be used by others—give it away for a good cause while helping to keep valuable things out of the landfill.

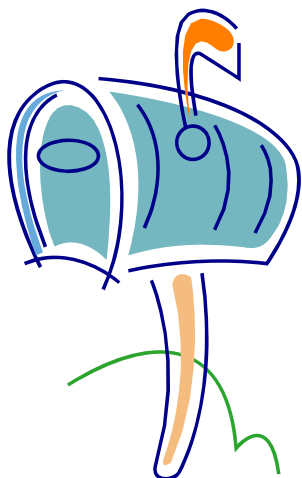


We want to make it easy for you!

Beginning Tuesday, May 3rd, blue Goodwill donation bins will be in front of Mary Park, Mary Ward, the STTC, Village A/B lobby (across from Subway) and Village Building C. Get an early start on cleaning out your room and donate what you don't want or can't take with you. San Francisco Food Bank barrels will be in the buildings starting on Monday, May 16th for your donations of unopened, non-perishable food items. We will also collect items for the Larkin Street Youth Services, SCRAP (a source for the resourceful) and other organizations.

On Wednesday, Thursday and Friday of Move Out Week (May 18th -20th), there will be tents and a large Goodwill truck in front of the STTC—bring bicycles, books, clothes, household goods, appliances, cleaning supplies, computers, electronics, cell phones, personal care items, hangers, house plants, school and art supplies, unopened non-perishable food and anything usable to the tents. We will see that they are put to good use!

Mail Forwarding and Change of Address



- ◆ Fill out *Mail Forwarding* and *Change of Address* forms at www.moversguide.usps.com or visit the local post office two weeks prior to your move. It will take the USPS 7-10 business days for these changes to take effect. *If more than ten (10) Postal business days have passed since your Change of Address was effective and you have not yet received any forwarded mail, please contact Customer Service at 1-800-ASK-USPS (1-800-275-8777).*
- ◆ Contact banks, magazines, cell phone companies, and any other agencies that you receive mail from in order to change your address directly with them. You are strongly encouraged to change your address with all necessary agencies quickly before moving out to avoid any mail related problems.
- ◆ It is also important to update your student information with the university so any university refunds or invoices reach you in a timely manner. You can update your info at www.sfsu.edu/student.

University Park South

Moving Out and Making a Check-Out Appointment

It is your responsibility to schedule a check-out appointment with your Community Assistant (CA). **Priority Check-Out** appointments can be scheduled during the UPS Closing Community Meetings on Wednesday, May 4th at 5pm **and** Thursday, May 5th at 7:00pm. You only need to attend **1** meeting to get all the information needed to provide for a smooth check-out.

If you are not able to attend this meeting, you can contact your CA beginning Thursday, May 5th at 8:00pm, via email, to schedule an appointment on a first come first serve basis.

Please be advised that all students must be checked out by a CA no later than Friday, May 20th at 8:00pm. Be sure you completely vacate and transport all personal belongings out of your room and common spaces **BEFORE** the time of your check-out appointment or you may be assessed a **\$50 Improper Check-Out fee** if you are not fully prepared when your CA arrives for your appointment.

Failure to schedule a check-out appointment may result in a \$50 Improper Check-Out fee.

Contact Your Community Assistant

Block 1: Eric Moore - eblue06@mail.sfsu.edu

Block 2: Kyle Morton - kmorton@mail.sfsu.edu

Block 2: Ashley Paul - abstract@mail.sfsu.edu

Block 5: Steve Gonzales - sfgunz@mail.sfsu.edu

Block 6: Andrea Gladden - agladden@mail.sfsu.edu

Block 42: Randy Dudley - rdudley@mail.sfsu.edu

Block 42: Asmeret Bekele - asmeretb@mail.sfsu.edu

Assistant Area Coordinator: Cassie Wong - cassiew@mail.sfsu.edu

Area Coordinator: Shimina Harris - siharris@sfsu.edu



University Park South

For UPN move-out information, please contact the UPN Area Coordinator:

Jonathan Jacklitch email: johnjack@sfsu.edu phone:415-682-2196