

2012 Move-Out Guide

Move-Out Day

May 9, 2012 @ 8:00pm



**CRITICAL INFORMATION
WITHIN, WHICH WHEN
USED PROPERLY, COULD
RESULT IN:**

- MONEY LOSS
PREVENTION**
- DAMAGE FINE
MINIMALIZATION**
- GOOD NEIGHBOR
ACTUALIZATION**
- GENERAL MOVE-OUT
SMOOTHOCITY**

A Few Final Words from our Director...

As we quickly approach the end of this school year it is hard to believe that nine months has passed so quickly! It seems like yesterday the vast majority of you were just arriving excited and nervous about the year ahead.

Another year now under your belt and you are ready for whatever will come your way! I hope that this year has been enriching academically, socially and a full of personal growth and exploration. As an established college student I hope enough challenges were placed in front of you to make the educational process exist outside of the classroom. I hope that your TAMIU lifestyle made your life that much more enriched!

The Housing Staff is happy that you made your home on campus this year; and we are excited that many of you will be returning to live with us. There will be many great things to enjoy next year at TAMIU.

We wish everyone a great end to the spring semester and continued success. Please don't hesitate to drop by if we can be of assistance.

Sincerely,

Trevor C. Liddle
Director
Housing & Residence Life



**Don't Want to Haul Your Stuff Home?
Stay Here For the Summer!**
Limited spaces still available at University Village!

Visit either Housing Office by
Wednesday, May 9, 2012
to sign a Housing Contract for summer!

Your back will thank you!



Move-Out 101

Moving out of University Housing is not rocket-science, but it is critical to follow these instructions to ensure everything goes smoothly and no unnecessary charges are assessed to your account.

Check-Out Options:

Housing & Residence Life offers two different check-out methods to make life easier for you. Regardless of which method you choose, make sure to follow the instructions detailed below.

Option 1: Express Check-Out – The no hassle, no fuss check-out option!

- **Remove** all items from your unit
- **Clean** all shared common areas (i.e. kitchen, living room, bathroom)
- Fill out all forms in the attached Express Check-Out envelope
- Place room keys and forms in the Express Check-Out envelope and seal
- Drop the Express Check-Out envelope by the Housing Office

A member of the staff will inspect your unit, usually the day you check out and not more than one (1) business day, after receipt of your Express Check-Out envelope.

Option 2: Standard Check-Out – Staff will inspect your unit in your presence.

- **Remove** all personal items from your unit.
- **Clean** all shared common areas (i.e. kitchen, living room, bathroom)
- Fill out all forms attached in this packet and/or found within the Express Check-Out envelope
- Place room key and forms in the Express Check-Out envelope and seal
- Visit the Housing Office during business hours—Monday through Friday, 8am to 5pm
- A staff member will assist you as soon as possible

Please be advised, if you choose this option, requests will be handled on a first-come, first-served basis, which could result in a substantial wait. Please plan accordingly.

Want \$30 in Your Pocket?



**Dispose of trash in its appropriate location.
Dumpsters Only
FINES STRICTLY ENFORCED!**

Clean is not a four letter word...

What areas do you need to clean at move-out?

In simple terms...EVERYTHING.

Bedroom

- Clean the windows
- Dust the windowsill, all furniture and the light fixtures
- Vacuum/mop entire floor including underneath the bed
- Reset all furniture to the proper position.



Bathroom

- Scrub the sink, shower and toilet



- Clean the vanity area and mirrors
- Mop the tiled area of the floor

Note: If you have never attempted to clean this area prior to move-out, it will be no small task. Products like Tilex, Comet and Ajax will be your friend...become acquainted!

PICTURES ARE FOR ILLUSTRATIVE PURPOSES TO DEMONSTRATE WHAT HOUSING & RESIDENCE LIFE MEANS BY CLEAN AND PROPERLY SET. YOUR ACTUAL UNIT MAY HAVE DIFFERENT FIXTURES AND FURNISHINGS!



Living Room

- Vacuum the sofa, chair and floor
- Dust the TV console and tables
- Mop the tiled area of the floor
- Clean all of the doors in the unit

Kitchen

- Scrub sink and countertops
- Mop the tiled area of floor
- Dust inside and on top of all cabinetry
- Spray oven cleaner and clean as directed
- Clean all components of the range including hood
- Clean out the refrigerator and wipe down all shelves and drawers



DON'T FORGET...

Do NOT leave any food or drinks in the refrigerator and remember to clean. If not, you will be charged!



PICTURES ARE FOR ILLUSTRATIVE PURPOSES TO DEMONSTRATE WHAT HOUSING & RESIDENCE LIFE MEANS BY CLEAN AND PROPERLY SET. YOUR ACTUAL UNIT MAY HAVE DIFFERENT FIXTURES AND FURNISHINGS!

KEEP IN MIND...

The first one to move-out is not absolved of cleaning duty. Our staff expects the common areas to be clean from the first move-out to the final move-out. Charges will be assessed with this in mind.

With that said, if you are the final move-out, it is your responsibility to make sure that no trash is left behind in the shared common areas.

It's Your Money, Invest it Wisely

Unit/Mail Key

up to **\$200** (\$100 per key)

Trash Left Behind (per bag)

\$30

Cleaning Charge (starts at)

\$50



Being able to purchase \$280 worth of shoes & purses, video games, Starbucks, itunes, or whatever else you please, because you took care of things at move-out.

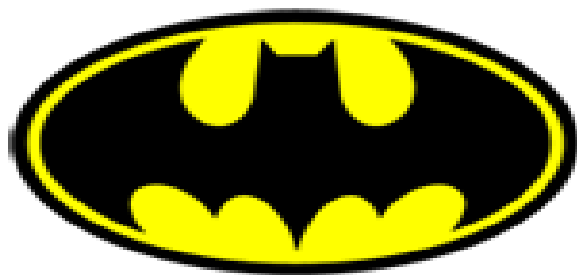
PRICELESS!

But What About My Deposit?

If you are a resident that is not returning to housing next year and you have given proper notice, any funds remaining from your deposit—minus damage charges—will be returned to you. Checks are issued approximately thirty (30) days after your move-out.

If you are a resident that is returning to either University Village or the RLC (and we're glad you are), then your security deposit will be transferred to the fall semester.

Holey Walls, Batman!!



Did you cause that indentation in the sheetrock?

Is that Kool-Aid stain your entire fault?

Then don't let your roommates
take the fall for your dastardly deeds!

Any damages or fines located in the shared
common spaces of the apartment will be split
between all roommates unless the responsible
party indicates to us in writing that they should
incur all charges.

Got Damage Charges?

If you would like to dispute a damage charge that you have received, please contact us in writing by e-mail: housing@tamiu.edu or fax: (956) 326-3219 or US MAIL all correspondence should be address as indicated below.

Resolution Committee
Office of Housing & Residence Life
4907 University Blvd.
Laredo, TX 78041

All disputes must be received by June 15, 2012 and contain the following:

- Resident Name
- Student ID
- Former Unit #
- Current Email Address
- Current Phone Number
- Clear information on why you are disputing the charge(s)

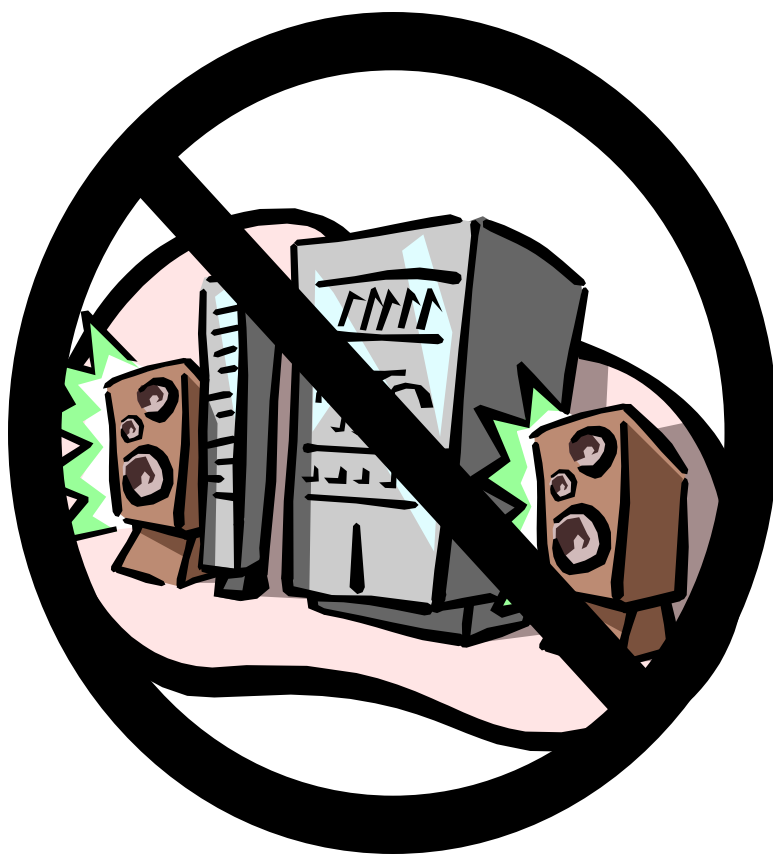
The Resolution Committee will respond in a minimum of two weeks.

24-Hour, Quiet Hours

**in effect from May 1st at 5pm
through May 10th at 5pm.**



YES!



NO!

**Disruption during Study Days and Finals
will result in SERIOUS DISCIPLINARY ACTION,
including removal from University Housing.**