## RIT Housing Contract End Date General

Your housing contract ends on Saturday, May 21, 2016 at 10:00 a.m. If you are graduating, your contract ends on Sunday, May 22 at noon. You must plan your departure from RIT based on these dates.

## Checklist to keep you on track for the end of the year for Apartments and Suites

* Make arrangements for off-campus storage. Storage is not allowed in RIT housing. You may not leave belongings with a roommate or a friend who may be staying in RIT housing for the summer to use, store, or watch over. All belongings must be taken off campus. Rochester Institute of Technology’s Center for residence Life supports using Campus Carriers to streamline the move-out/move-in process. To find out more and to reserve your space for using this moving and summer storage space, visit CampusCarriers.com or call (866) 739-0095.
* Resolve any undocumented damages in your apartment/suite/room. Contact Donna Black, Housing Operations, at dkbapt@rit.edu to note who is responsible. Unresolved damages will be billed equally to all students on contract for spring semester. You may submit maintenance requests online at myhousing.rit.edu. Submitting a request does not negate your responsibility if repairs were a result of negligence and/or misconduct.
* Return your cable box to Time Warner, if applicable.
* Return the apartment/suite/room to move-in condition. Remove all trash, food, and unwanted items, vacuum, and wipe down shelves. Forty foot dumpsters will be available in each complex for you to dispose of large items.
* Donate any unwanted goods to Goodbye Goodbuy! Give your used goods to the campus thrift market at donation locations in your building and near your dumpsters during finals week.

## Summer Housing for Apartments and Suites

Are you staying for summer term? Students who are in RIT housing for the summer term may remain in their current assignment until their specific summer contract move date. Refer to the Summer Housing

brochure at housing.rit.edu.

## Room Key Return for Apartments and Suites

Return the apartment/suite/room key by completing a key return envelope. Place your apartment/suite/room key in the envelope and return it to Housing Operations in Grace Watson Hall. Keys can be returned 24/7 using the drop box outside the office door. If you are not staying for summer term, you must return your keys, even if you are assigned to your current apartment/suite for the 2016-2017 academic year. Failure to return your key by the scheduled move-out date will result in you being automatically charged $50 a day extended stay rate, and a $100 lock change charge. Do not mail back your keys; they will not be processed and will not result in the reversal of a lock change or charge.

## Mailbox Key Return for Apartments and Suites

* Colony, Perkins, and Racquet Club residents: Place the mailbox key in your key return envelope with the apartment key and return it to Housing Operations in Grace Watson Hall. Keys can be returned 24/7 using the drop box outside of the office door.
* Global Village, University Commons, Riverknoll, and Greek Free Standing residents: Return the mailbox key to the Global Village Post Office. Keys can be returned 24/7 using the mail key slot next to the service counter.
* To submit your forwarding address information, go to rit.edu/fa/hub/forms and click on Address Forwarding under Forms.