## Checklist to keep you on track for the end of the year for Residence Hall and RIT Inn students

* Make transportation arrangements that coincide with your move-out date.
* 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 Residence Hall and RIT Inn students

If you have applied for summer housing, you may remain in your current assignment until your specific summer contract move date. Refer to the Summer Housing Brochure at housing.rit.edu.

## Room Key Return for Residence Hall and RIT Inn students

Return your room key by completing a key return envelope. Place your room key/card in the envelope. Residence hall students should return it to Housing Operations in Grace Watson Hall. Keys can be returned 24/7 using the drop box outside the office door. RIT Inn students should submit the envelope to the front desk of the RIT Inn. Failure to return your key by the scheduled move-out date will result

in 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 Residence Hall and RIT Inn students

* Residence hall students: Return your mailbox key to the NRH post office during business hours or 24/7 using the mail key slot outside of the office.
* RIT Inn students: Return your mailbox key to the front desk of the RIT Inn 24/7.
* To submit your forwarding address information, go to rit.edu/fa/hub/forms and click on Address Forwarding under Forms.