

Reminder

CHECK OUT PROCEDURES



- Set up a checkout time in advance with your RA; they will have schedules posted. Remember that they are students and have finals too. If your RA is not available at the checkout time you need, please schedule a time as close as possible to your departure time.
- Remove all belongings from your room and suite. Take all trash to the dumpster (including cinder blocks, shelves, carpets).
- Lock windows, pull down blinds & open the slats.
- Assemble beds as they were when you moved in
- Remove all trash from room, bathroom, hallway, and/or suite area.
- Have your RA inspect your room and /or suite and bathroom.
- Return any keys issued to you.



- Sign your room condition form!!!!

→ You must check out of your room with your RA!

If you intend on residing on campus during the Fall 2009 semester, the \$300.00 deposit is due no later than May 31, 2009 for freshmen and April 30th, 2009 for current students.

If you plan on attending Summer School, housing is still available. Please contact the Office of Residence Life for an application.



Have a Safe Summer!

***~See You in the Fall~
2009***



Residence Life/ Housing Closing Tasks and Instructions



Phone: (757) 823-8407
Fax: (757) 823-2304
Toll free: (866) 378-7747
Web address: www.nsu.edu
Email address: housing@nsu.edu
Mailing Address: 700 Park Ave
Norfolk, VA 23504

Summer Closing

Damages

Important Phone Numbers and Web Sites

All students are expected to officially checkout of their halls no later than 2 pm on Friday, May 8, 2009. Exceptions may include graduating seniors or students authorized to participate in the ceremonies. If you qualify for one of the above exceptions, you must contact your Hall Coordinator by Friday, April 24th for special permission to stay late. Final checkout for these exceptions will be 2pm on Saturday, May 9th. **NO ONE MAY STAY LATER THAN 2PM ON SATURDAY, MAY 9TH.**



After all residents are completely checked out, additional inspections will be conducted by Residence Life & Housing staff members to note missing or damaged furniture, damage to floors, walls, doors, ceilings, electrical fixtures, windows, mini-blinds, and locks. If any damages are noted, you will receive a bill later this summer. All room or suite occupants will be held financially accountable for the condition of the semi-private common areas, such as the suite living room area, or shared bathrooms, unless specific individuals accept financial responsibility for damage.

Failure to complete any of the checkout procedures will result in the following fines:

- ◆ **\$100.00** for not cleaning your side of the room/suite.
- ◆ **\$50.00** for improper checkout.
- ◆ **\$75.00** for not returning the key(s).

You will be charged accordingly for any broken furniture and for any missing items.

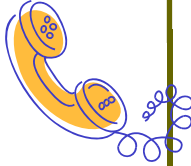


Amtrak 1-800-USA-RAIL

AAAA Storage 757-545-4800

Greyhound 1-800-231-2222

Uncle Bob's Storage 757-625-8200



Websites

www.airtran.com

www.continental.com

www.nwa.com

www.southwest.com

www.amtrak.com

www.greyhound.com

www.travelocity.com