

SOUTH CAMPUS COMMONS BULLETIN

JUNE 30, 2017

JULY MOVE-OUT!

Your 2016-2017 lease ends on Monday, July 31 at 12:00pm (noon). If you have not signed a 2017-2018 lease to remain in your SAME BEDROOM, you are required to move-out of your apartment by 12:00pm on July 31. Please use the following information to assist you in completing a successful check-out. If the procedures outlined in this bulletin are not followed, you may be charged a \$100 improper check-out fee. Thank you in advance for following all check-out procedures. If you have any questions, please contact the SCC Management Office by calling (301) 314-2499 from 9:00am – 4:30pm. Enjoy the rest of your summer!



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SUCCESSFUL MOVE OUT CHECKLIST

Please utilize the following guidelines to ensure a proper move out:

- ◇ All personal belongings must be removed to avoid a trash fee
- ◇ No tacks, nails, shelves, hooks, etc. in the walls (Do not use tooth-paste to repair holes in walls!)
- ◇ Broom swept carpet, including inside closets and under all furniture
- ◇ Empty all cabinets to avoid a trash fee
- ◇ Clean the refrigerator of your personal items to avoid a trash fee
- ◇ Put dishwasher detergent in the dishwasher and run it empty, to clean it
- ◇ Remove any signs or stickers from doors and windows
- ◇ You must officially check-out with the South Campus Commons staff either by appointment with the Management Office or by Express Check-Out at the Service Desk
- ◇ Turn in your keys
- ◇ Leave a forwarding address so you can be reached if you deserve a rent refund or owe any fees

DAMAGES

If you know you have caused damage(s), you can go to go.umd.edu/sccmoveout. Also, if you have caused damage in a common area (bathroom, living room, kitchen), submit a Damage Claim Form online at www.southcampuscommons.com/current-residents/move-out/ to inform our staff so that we know to bill you instead of your roommate(s).

NORMAL WEAR AND TEAR

Normal wear and tear is defined as minor damage that naturally and inevitably occurs when a resident lives in an apartment. If you are not sure about whether something is normal wear and tear, use these guidelines.

Normal wear and tear:

- Small scratches or nicks in paint
- Worn or slightly stained carpet
- A few small tack or nail holes
- Closet or drawers off track
- Cabinet doors that will not close; loose hinges
- Bedroom/Bathroom doors that won't close due to humidity

NOT normal wear and tear:

- Permanently stained carpets or counters
- Broken appliances
- Permanently dirty, torn, stained, or broken furniture
- Stained kitchen tile
- Marks that cant be covered with 1 coat of paint or holes in the wall
- Missing furniture or contents
- Torn or broken blind slats
- Garbage or personal belongings left in the apartment. This is to avoid a trash fee

CLEANING

Unless you re-leased an apartment and agreed to move into the unit, "as is" your apartment was cleaned prior to your arrival in August. Residents are expected to leave their apartment in the same condition, as when they moved in. If you are not sure about whether something needs further cleaning. Please contact the management office for information.

EXPRESS CHECK OUT

SCC offers an express check-out option for your convenience. When you have all of your belongings out of your unit and it is clean, you'll be ready to check-out. Just stop by your 24-hour Service Desk, complete a check-out agreement and submit your keys. It's that easy and it can be done at any time, day or night. The CA will give you a copy of your check-out agreement confirming that you submitted your keys. If you have lost your keys, you will be charged up to \$335 for a lock change and replacement keys. If you have a credit left on your account, you'll receive a check from Capstone within 6-8 weeks. Refund checks will be sent to the forwarding address you put on your check-out agreement.

PERSONAL CHECK OUT

You may wish to have the inspection done when you are present. Appointments are available on a first come first served basis, during normal business hours (9am – 4:30pm). Be sure to stop by the Management Office in Building 1 or call (301) 314-2499 to make your appointment. ***You must schedule your appointment at least two business days before you want to check-out and when your appointment time arrives you must be ready to permanently leave your room.*** If you have not finished cleaning, or you have belongings in your room, you will forfeit your appointment.

Remember that after you move out, someone else will be moving in!

Be mindful of future residents by cleaning your space before you depart.

Although you may be the only person moving out of your apartment, you are still responsible for cleaning the kitchen and bathroom that you shared.

FREQUENTLY ASKED QUESTIONS

Experience has taught us that the questions below are asked by many students, so we thought we'd give you the answers first!

Q: After I return my keys, can I come back to my apartment before my lease is over?

A: Once you turn your keys into the desk, you **cannot** go back and reclaim the keys at a later time. After you check out, we inspect the room and begin the process of preparing it for the next resident. Any items left behind are discarded within 48-hours of your departure.

Q: Can I leave my shelves, mirrors, posters, clothes, or other belongings for the incoming resident? They really want them!

A: You **cannot** leave items in your room for the incoming resident (even if you are re-leasing)! If you do so, we will remove the items and charge your account for removal of belongings. There are far too many residents for our staff to keep track of personal items.

Q: How long does the Express Check-Out option take?

A: It only takes 5 minutes (or less!) to return your keys, sign your key card, and fill out your Check Out Agreement. But, it is important to note that the lines can be very long at the Service Desk on the morning of July 31. If you want to avoid the lines and potentially long wait times, check out before July 31.

Q: If I was approved for a Direct Transfer, can I just transfer to my new room on the same day that I move out of my old room?

A: To do this, you have needed to apply for a transfer directly into your new space. Please be aware that the Direct Transfer Application deadline was Tuesday, May 31 @ 5:00pm. This option was only available for a limited number of students who had special circumstances. If you are transferring to a new unit, and have not been approved as a direct transfer, you must be prepared to vacate your space by 12:00 noon on Monday, July 31, 2017 and store your belongings elsewhere until your new lease begins on Sunday, August 20, 2017.

If you are approved for direct transfer, you must be able to move into your new space during an assigned window of time on the evening of August 1 or the morning of August 2. You will be given a four-hour window of time to move all belongings from one space to another. Your assigned date will be determined by logistical demands; a specific date may not be requested. This option is only available for a limited number of students who have special circumstances.