

Dear South Campus Commons Residents,

Earlier today it was announced that South Campus Commons will be one of the on-campus residential locations closing by April 5. This message is to share important details regarding the process for checking out.

### **Sign-Up for Move-Out Date and Time**

In an effort to facilitate social distancing and an efficient move out, residents will need to sign up for an appointment to move out of their apartments. This effort is aimed at minimizing inadvertent contact between residents and families during this process.

- To schedule your appointment, please visit [starrez.umd.edu](http://starrez.umd.edu) and select Commons / Courtyards Move out.
- Select your building to select from appointments being held in 6-hour time blocks.
- You will receive a confirmation email once your appointment is submitted.

South Campus Commons will have a limited supply of moving carts available to assist you with your move. We strongly recommend you bring your own cart or dolly as well as cleaning wipes, gloves, and/or sanitizing products as we cannot guarantee we will have these available for use.

We ask that if you use a property-owned moving cart that you please return it to the building lobby to allow your fellow Terps to use. Please do not abandon it on sidewalks, leave in your apartment, etc.

### **Expectations for Leaving Bedroom / Common Areas**

- Take all belongings with you including rugs, personal furniture, and decorations.
- Empty your bedroom, bathroom, and common areas of personal belongings.
- Due to the quick nature of this check-out, SCC is not expecting vacuuming or wipe downs of surfaces. However, please remove all perishables and open food and bring trash to the outside dumpster.
- Close and lock all windows, close blinds/shades, and turn off all lights.
- Lock your bedroom door and entrance door.
- Use your key packet to return your keys to the drop off location at your service desk.
  - You should be returning 3 keys for your Front Door, Bedroom, and Mailbox.

### **Already left and removed all belongings before spring break?**

For any residents who may have already left and need to mail back keys, you can place your keys in a padded envelope or attached them to a piece of cardboard with your name and apartment number included inside. Mailings can be made to:

South Campus Commons Management Office  
4250 Lehigh Road, Suite 1101  
College Park, MD 20740

Please notify us via email at [southcampuscommons@cocm.com](mailto:southcampuscommons@cocm.com) if you need to use this option, and indicate date being sent and tracking number (if available).

### **Packages**

The last day to pick up packages will be Sunday, April 5 at 10 PM. Any package not retrieved by that deadline will be returned to sender. No packages will be accepted after April 5 at 10 PM.

We truly appreciate your cooperation and attention to the move-out process. With everyone doing their part, this process will flow efficiently. We are proud of you, Terp Nation! Thank you for keeping your spirits high.