End of Semester
APARTMENT COMMUNITIES
CLOSING NOTICE & Check-out Instructions

All residents are expected to vacate their rooms 24 hours after their last exam. Based on the final exam schedule this means most

Students will need to vacate their rooms by Saturday, May 18, 2019 at 10 a.m.

Commencement Housing: If you are graduating, working for the University during the commencement weekend, are a sibling of a graduate, or have permission to walk in the ceremonies, you may request to remain in residence after 10 a.m. on Saturday, May 18. Go to the Residential Life website at https://housing.binghamton.edu/apps/latestay.aspx and submit a late stay registration form. You will then be notified if you have permission to remain in residence.

The check-out deadline for graduates and others with permission to stay during the weekend will be 10 a.m. on Monday, May 20, 2019.

24-Hours Quiet Hours will be in effect from 11:59 p.m. Friday, May 10 through exam week. Please be considerate of your neighbors!

Check-out Instructions: For the possibility of a quicker check out, please schedule a time with your RA to complete a walk through of your apartment. In all other instances, head to the locations as listed below under check out dates and times.

When you check out with a Resident Assistant, you will be provided with a Room Checkout Receipt that will include any damage charges. You should keep this for your records. You will also have an opportunity to complete an Additional Information Assessment Form. This form is designed to give you the opportunity to provide information to identify damage in your room that you are responsible for. Return your keys to the Community Office - do not leave them in your bedroom or with a friend/apartment mate.

Check-out schedule:
- Thurs. 5/9 and Fri. 5/10 9 a.m. – midnight on call
- Sat. 5/11 9 a.m. – noon on call, noon – midnight RA offices
- Sun. 5/12 9 a.m. – noon on call, noon – midnight RA offices
- Mon. 5/13 and Thurs. 5/16 9 a.m. – 5 p.m. Hillside RA office/Susquehanna Area Office 5 p.m. – midnight RA offices
- Fri. 5/17 noon – 5 p.m. Susquehanna Area Office/Hillside RA office 5 p.m. – midnight RA offices
- Sat. 5/20 and Sun. 5/19 noon – midnight RA offices
- Mon. 5/20 8:30 a.m. – 10 a.m. Hillside RA office/Susquehanna Area Office

For all on-call times, call your RA office for assistance:
Susquehanna RA office #: 607-777-7101, Hillside RA office #: 607-777-5158

If you check out at a time that is not posted you are asked to complete a Residential Life Check-Out Card/Envelope which is a receipt that you have returned your keys and have left the community. If no one is in your Community Office, please use the Key Drop Box that is accessible 24 hours a day.

Please be aware that the Resident Assistants are assessing damage in student rooms. The cost associated with the assessed damage has been predetermined in consultation with the Binghamton University Department of Physical Facilities. Charges for excessive cleaning, removal of personal property, and loss or damage caused by residents are billed directly to the resident responsible. Common Area charges will be billed equally amongst all apartment mates unless an individual claims responsibility for the entire charge.

TURN IN YOUR KEY BEFORE YOU LEAVE: You will be billed immediately if you leave without turning in your key(s). Do not hand in your ID card. Make sure to keep your copy of the Room Checkout Receipt.

Billing: You will want to check your account on BU Brain regularly throughout the summer (even if you are not returning to Binghamton) as damage assessment and other charges may be billed to your account.

Cleaning Tips:
- Wash ink, marker, stains, etc. off all surfaces. Remove all posters, contact paper, stickers, and other decorations from all surfaces including walls, ceilings, doors, windows, and furniture.
- Remove all tape, hooks, nails, etc. from all surfaces. Make sure all screens and windows are in place.
- Thoroughly clean your room/apartment - dust, sweep, vacuum, mop. Thoroughly clean your kitchen and bathrooms including refrigerator, oven, range top, cabinets, counter-tops, toilets, showers, and sinks. Remove all personal possessions and take all trash to the dumpster.

Returning in the Fall: The halls open at 8 a.m. on Monday, August 19, 2019 for returning residents. Returners will not be permitted into the hall prior to that day unless they are approved to return early through Residential Life.