

**Lehigh University
Office of Housing Services
Resident Check-Out Information**

Students are expected to vacate their rooms within the 24-hour period after their last exam and no later than 9:00 a.m. on Thursday, May 16, 2019. Any student who has not fully vacated the building and is not authorized to be in the building beyond the 9:00 a.m. closing time is subject to a fine for delaying final closing of the building.

Return key envelope in one of 2 ways:*

- Take to Housing Services (Monday-Friday 8:15am - 4:45pm)
- Take to the IDEAL Office key drop box. (after business hours)

*Failure to return your key properly will result in a \$65 per key charge to change the lock on your room.

Checklist

	Remove posters, tacks, nails, hooks, tape/adhesive stickers (including memo board stickers) from doors, woodwork, walls, ceilings, windows, furniture. Only authorized University employees and contractors are permitted to do any maintenance repairs.
	Clear bedroom and furniture of all personal property. Housing Services is not responsible for any personal items left in rooms. Personal property will be discarded at your cost.
	Be sure all University room furnishings are present, reassembled, in good condition, and returned to their original placement.
	Discard trash and recycling in trash totes outside the building. Trash bags are available from custodial staff in your building. Be sure to leave your blue University recycling bin clean and in your room.
	Sweep and vacuum bedroom floor/carpet.
	Place key(s) in this key envelope provided and seal it.
	If there is any information you would like to be considered prior to damage billing, please provide information below.